

City of Williams
113 S. 1st Street
Williams, Arizona 86046
Phone 928-635-4451 Fax 928-635-4495
www.williamsaz.gov

City of Williams

Annual Financial Plan

2012 – 2013



City of Williams, Arizona Annual Financial Plan Fiscal Year 2012 -2013

City Council Members

John W. Moore, Mayor
Don Dent, Vice Mayor
Craig Fritsinger
Bernie Hiemenz
Frank W. McNelly
Lee Payne
Dr. Jim Wurgler

City of Williams Mission Statement

The Mission of the City of Williams and its employees is to provide quality municipal services to serve the needs of our citizens. These services shall be provided to the community on a fair and equitable basis with the needs of all citizens in mind. This shall be accomplished with a focus to maintain our natural environment, historic and small town quality of life. The City shall serve the people with integrity, fiscal responsibility, and with as little impact on personal freedom as possible.

Organizational Chart

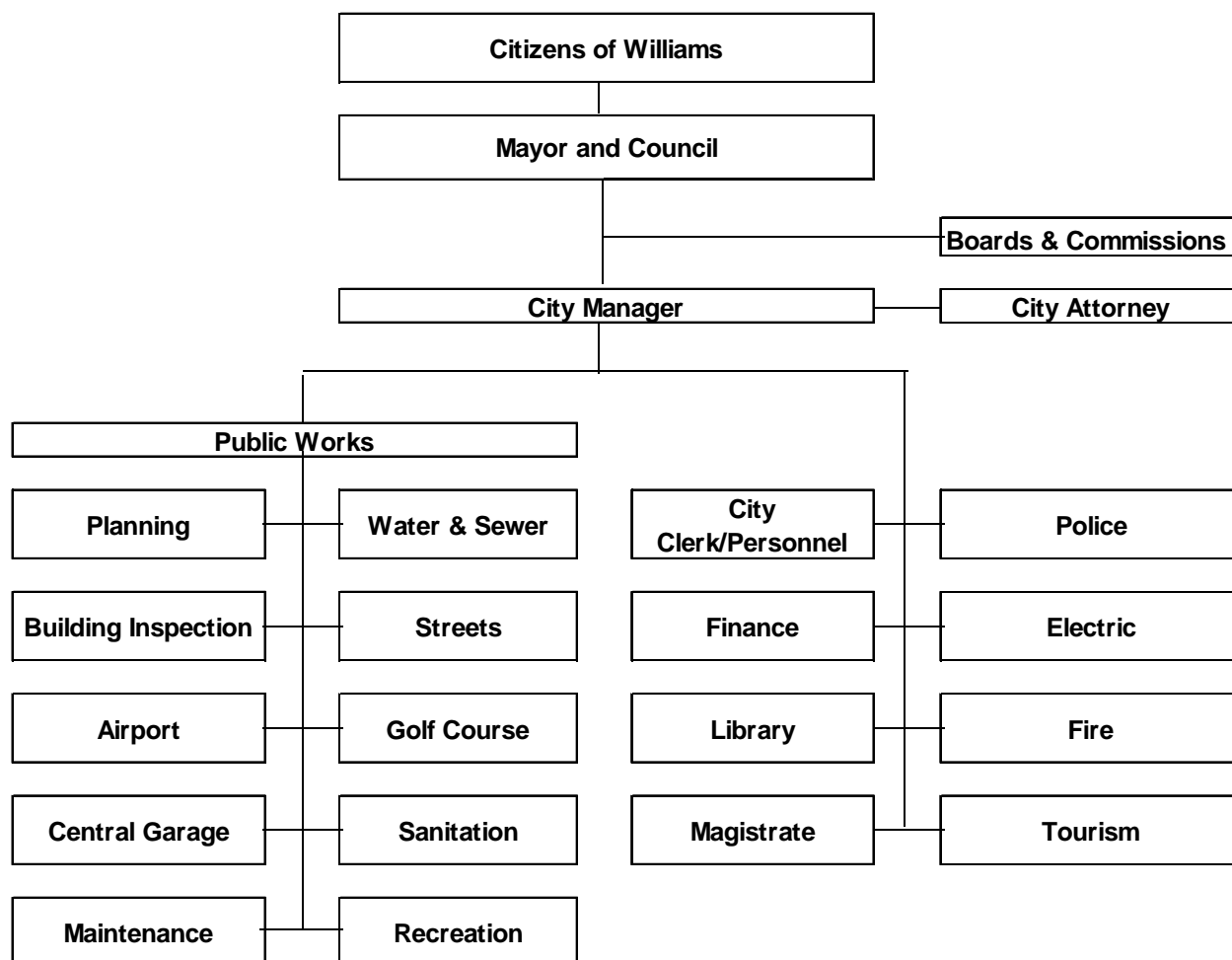


Table of Contents

City Council Members	2
City of Williams Mission Statement.....	3
Organizational Chart.....	4
Table of Contents	5
Users Guide.....	8
Budget Calendar.....	9
Message from the City Manager	10
City Officials.....	12
Community Profile.....	13
Accounting Structure and Basis	14
Budget Overview	15
Sources and Uses of Funds Summary	15
Summary of Changes in Fund Balances by Major Fund Type	16
Summary of Changes in Expenditures within Each Fund	17
Personnel Detail – All Funds	19
Revenues	20
Revenues Property Tax	20
Revenues – General Fund	22
Bed Board and Booze Tax	23
Forest Service Building.....	23
Community Facilities District.....	23
J.C.E.F. Fund	24
Revolving Loan Funds.....	24
Revenues – Special Revenue Funds.....	25
Highway User Revenue – Streets.....	25
Grant Fund	25
Revenues – Enterprise Funds	26
Electric System	26
Utility Fund Water	27
Utility Fund Waste Water	27
Sanitation Fund	28

Golf Course Fund.....	28
Revenues – Capital Projects.....	29
Impact Fee Fund	29
Capital Projects	29
Flood Control District Funds	29
Revenues – Trust Funds.....	30
Firemen’s Pension Fund	30
Revenues – Debt Service Fund	30
Inter Fund Transfer Summary	31
Department Budgets – General Fund.....	32
Mayor and Council	33
Magistrate	34
General and Administrative	36
Finance.....	38
Maintenance.....	40
Library	42
Recreation	44
Swimming Pool.....	46
Police Department.....	48
Fire Department	50
Building Inspection.....	52
Central Garage	54
Airport.....	56
Senior Center	58
Forest Service Building.....	59
Housing Authority	61
Community Facilities District.....	61
Department Budgets – Bed Board and Booze Tax Fund	62
Tourism Promotion	63
Recreation Facilities.....	66
Visitor Center.....	67
Department Budgets – Special Revenue Funds	69
Street Department	70
Grants.....	72
Department Budgets – Enterprise Funds	74

Electric System	75
Water Department.....	77
Waste Water Department.....	79
Sanitation	81
Golf Course.....	83
Department Budgets – Capital Projects Fund	85
Impact Fee Fund	86
Capital Projects Fund	87
Flood Control District	88
Budgets – Other Funds.....	89
JCEF Fund	89
Firemen’s Pension Fund	89
Bonded Indebtedness	90
Bonded Indebtedness Detailed Debt Service Schedules	91
Lease Purchase Debt.....	94
Northside Sewer District # 2.....	95
State of Arizona Budget Forms.....	96
Glossary	102

Users Guide

This budget document serves several purposes. Most importantly is its use as a communication device to give the public an opportunity to review the types of services and levels of service provided by the city.

Message from the City Manager – provides a detailed overview of the budget for the next fiscal year including the key policy issues, priorities and strategies used to shape the budget for fiscal year 2013.

Budget Calendar - Details the key dates throughout the budget process.

Budget Overview – Summarizes the Sources and Uses of Funds, Changes in Expenditures in each Fund, Projected Funds Balances, and Personnel details.

Revenues – Details the individual Revenue in each Fund for the city.

Inter Fund Transfer Summary – Summarizes the transfer between funds.

Department Budgets – Detailed line item budgets for each department, organized by Fund.

Bonded Indebtedness – Summarizes the cities outstanding debt.

State of Arizona Budget Forms – Copies of the forms submitted by the City of Williams to the Auditor General.

Glossary – defines major words used throughout this budget document.

Budget Calendar

Fiscal Year 2012/13

1.	Budget worksheets to departments.	Monday	April 2
2.	Completed worksheets back from Departments.	Friday	April 13
3.	Revenue estimates complete.	Friday	April 13
4.	Department head meetings		April 16–April 19
5.	Prepare preliminary budget.		April 23–April 27
6.	Budget Meeting #1	Tuesday	May 15
7.	Budget Meeting #2	Thursday	May 17
8.	Budget Meeting #3 (If needed)	Tuesday	May 22
9.	Adopt Tentative Budget	Thursday	June 14
10.	Publish budget once a week for two consecutive weeks.		June 19 & June 26
11.	Publish first Truth in Taxation Notice		June 19
12.	Publish second Truth in Taxation Notice		June 26
13.	Hold public hearing - budget and estimated tax levy Convene special meeting to adopt final budget	Thursday	July 12
14.	Adopt property tax levy	Thursday	July 26

Message from the City Manager

Honorable Mayor and Council Members
City of Williams, Arizona

Dear Mayor and Council Members,

I respectfully submit for your consideration the FY 2012-13 Budget.

Under the general goal of building the long-term fiscal strength of the City, this budget has been designed as an initiation of action. For several years the fiscal climate has necessarily dictated a “survival” approach in which the goal was to simply keep the City above water. This reaction to the shock of the fiscal meltdown was justifiable as normal ways of doing business were no longer possible. This type of shock, however, can be a blessing in disguise.

With carefully planned adjustments to our service delivery methods and working practices it is entirely possible to shift from survival to actively addressing both major and minor priorities, needs, and deferred maintenance projects identified by various stakeholders including the general public, community groups, City Council, and Staff, all while improving our financial health. It is with this potential that we have approached the FY 2013 budget.

This shift in approach requires two coinciding and complimentary processes:

First, we have continued to search out new, more efficient ways of doing business and maintaining services in an effort to reflect a “best practice” in municipal management of always trying to find ways to do more with less. These new approaches require renewed focus on creativity and ingenuity. Some may require initial investment upfront to generate long term efficiencies and cost savings. Others require no investment; instead they require only a willingness to honestly look at long-standing practices for inefficiencies.

Second, we have and will continue to work on identifying new revenue streams. This too requires emphasis on creativity and ingenuity. Accessing some revenue streams may require minor investments upfront to generate large returns over the long-term. Other revenue streams may have been in front of our eyes all along and only need recognition. Tapping into some will be difficult, but necessary.

Numerous examples of this approach can be found in the FY 2013 budget:

- Full-time, full-benefit Staff positions vacated through attrition are scheduled to be replaced with part-time seasonal staff where possible or necessary. This aligns manpower with seasonal demands and reduces extra costs.
- The Federally-mandated narrow-banding of our entire radio system will be completed. This project will be funded with the proceeds of the sale of surplus equipment. The investment in creating a fully-functional radio network upfront will allow us to reduce or eliminate numerous cell-phone allowances, creating long-term savings.
- The MDA debt will be paid off six years early, saving over \$120,000 in interest payments.
- Unreasonably high costs for contracted services will be negotiated lower, providing funding for additional part-time staffing to increase customer service.

- Although no actual expenditure is included in this budget, Staff will begin the process of identifying new accounting software that, once implemented, will significantly improve productivity and fiscal management.
- Increase revenues by bringing compatible services in house instead of contracting such as certain testing and concessions.
- Identifying possible new service providers that can provide services at lower costs than previous providers.
- Replacement of water meters with newer, accurate meters to capture and allow billing for actual usage.
- Replacement or repair of equipment that will reduce expensive chemical usage at facilities like the water and wastewater plants.

Likely the largest impact example of this approach is a plan included in the budget which will begin funding desperately needed investments in our City's street system. This proposal will increase the general sales tax rate by .5%, leave the current BBB tax rate at 1.5%, and completely eliminate the current 2% food tax. This plan will reduce tourism promotion funding slightly and will reserve approximately \$30,000 per year in funding for recreational facilities. More significantly, it will generate more than \$385,000 per year that can be used to begin reinvesting in our street system. *That reinvestment, at its core, is a cost-saving measure of incredibly significant proportions.* Research shows that \$1.00 in deferred maintenance today will lead to \$8.00 in repair/rebuilding costs tomorrow. With this investment of \$385,000 per year now, we could be avoiding \$3.2 million per year in rebuilding costs just a few years from now. It is a long-term cost-cutting measure that would dramatically shape the financial and physical future of this community for decades.

These examples and this budget demonstrate our City's renewed commitment to maximizing quality services for our citizens while minimizing cost. It marks the beginning to an exciting time for Williams.

Sincerely,



Brandon Buchanan
City Manager

City Officials

City Manager

Brandon Buchanan

City Attorney

Kellie Peterson, Mangum, Wall, Stoops and Warden

Magistrate

Robert Krombeen

Departments

City Clerk/Human Resources Director - Susan Kerley

Finance Director – Joe R. Duffy

Maintenance Superintendent – Gene Owens

Librarian – Andrea Dunn

Recreation Director – Rose Newbold

Police Chief – Herman Nixon

Fire Chief – Jeff Dent

Chief Building Inspector – Tim Pettit

Central Garage Superintendent – Sheldon Johnson

Street Superintendent – Horacio Ortiz

Water Superintendent – Bill Pruett

Sanitation Superintendent – Doug Owens

Golf Superintendent – Marty Yerian

Community Profile

Community Profile and Demographics			
Founded		1881	
Incorporated		1901	
Elevation		6770 feet	
Unemployment Rate			
		Arizona Special Unemployment Report	
		2010	9.10%
Gender Distribution			
Male	49.6%	Median Age	
Female	50.4%	Male	36.8
		Female	41.1
Population		Age Composition	
2000	2866	Under 5 Years	7.9%
2003	2910	5-19 Years	20.9%
2007	3190	20-49 Years	36.1%
2008	3165	50-64 Years	21.1%
2010	3023	65+ Years	14.0%
Ethnic Distribution		Educational Attainment	
White	76.3%	(Population 25 Years and Over)	
African-American	1.7%	Less than High School Graduate	19.1%
Native American	1.8%	High School Graduate	36.6%
Asian/Pacific Islander	1.1%	Some College/Associates Degree	30.6%
Hispanic/Latino/Other	19.1%	Bachelor's Degree or Higher	13.7%
Employment by Industry		Household Information	
Recreation, Accommodation, & Food Service	31.9%	Average Persons per Household	2.59
Education, Health Care, & Social Services	14.3%	Median Household Income	\$43,125
Retail Trade	10.5%	Per Capita Income	\$19,066
Construction	8.1%		
Public Administration	7.7%	Housing Occupancy	
Transportation, Warehousing, & Utilities	7.6%	Owner-Occupied Housing Units	1168
Other	19.90%	Renter-Occupied Housing Units	470
Data based on 2010 Census unless otherwise noted			

Accounting Structure and Basis

The governmental environment differs from that of business enterprises; however, the underlying accounting policies share many characteristics with private-sector accounting. The principles for financial accounting and reporting for municipalities is established by the Governmental Accounting Standards Board (GASB). The accounting of sources and uses is separated into various fund types. Each fund is a self-balancing accounting entity reporting the assets, liabilities, equity and performance of the fund. The types of funds used by the City of Williams and their purposes are presented below.

Fund Structure:

Governmental Funds – Uses the modified accrual basis of accounting and budgeting.

General Fund – This fund is used to account for basic governmental services supported mainly by local sales taxes. Services accounted for within this fund included police and fire services, municipal court services, parks and recreation programs, community development departments and general administration.

Special Revenue – Special revenue funds account for the proceeds of specific revenues that are legally restricted to expenditure for specific purposes. For example, Highway Urban Revenue (HURF funds) may only be used for street and road activities. Grant Funds are also included as a Special Revenue Fund.

Capital Projects – These funds account for acquisition and construction of major capital facilities, except enterprise fund projects which are included within Proprietary Funds. Examples of capital projects included within the governmental capital projects funds include the Impact Fee Fund, Capital Projects Fund and the Flood Control District Fund.

Proprietary Funds – Uses the accrual basis of accounting and budgeting, except that budgeted capital outlay items are treated as assets for accounting purposes and not reflected as expenditures.

Enterprise Funds – These funds account for operations financed primarily by user fees and are operated in a manner similar to private business. These funds include the Electric, Water, Sewer Sanitation and Golf Funds.

Basis of Accounting and Budgeting of Funds:

Modified Accrual – Revenues are recognized when measurable and available (revenue received during fiscal year or within 60 days of year-end).

Accrual – Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flow.

Budget Overview

We are pleased to present the budget for Fiscal Year 2012/2013. The Budget was prepared with the recognition that, although Williams appears to have reached the bottom of the current recession, there remains a high level of economic uncertainty at the federal, state and county levels. The goal is to provide a budget that is fiscally sound and lays the foundation for a strong financial future.

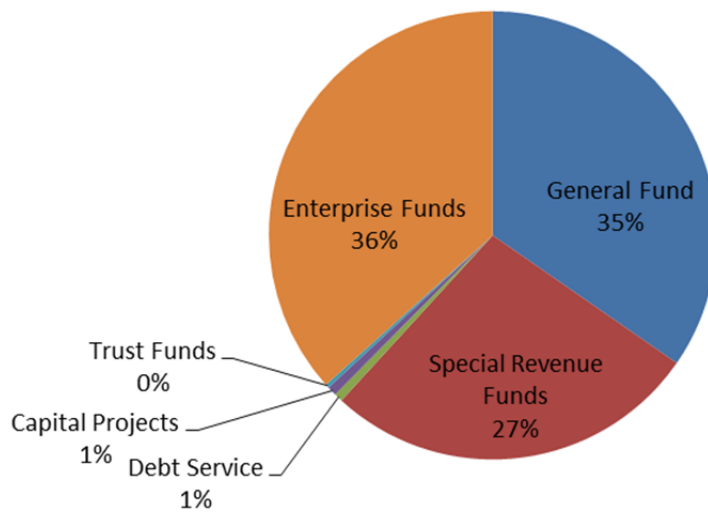
The budget continues to emphasize the City's commitment to providing cost effective services

Sources and Uses of Funds Summary

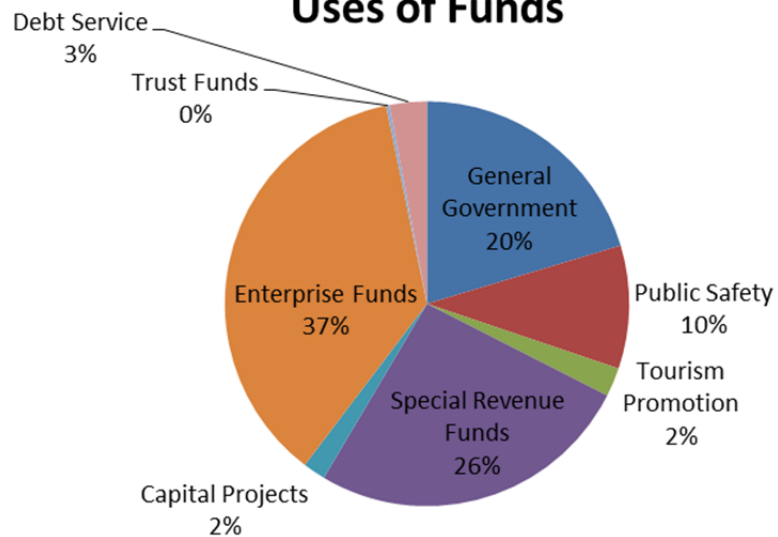
City of Williams		
Sources and Uses of Funds		
Fiscal Year 2012 - 2013		
Sources of Funds		
	General Fund	\$6,335,500
	Special Revenue Funds	4,966,000
	Debt Service	113,000
	Capital Projects	125,000
	Trust Funds	50,000
	Enterprise Funds	6,695,000
	Total All Funding Sources	\$18,284,500
Uses of Funds		
	General Government	\$3,670,999
	Public Safety	1,775,000
	Tourism Promotion	416,000
	Special Revenue Funds	4,696,000
	Capital Projects	325,500
	Enterprise Funds	6,568,501
	Trust Funds	50,000
	Debt Service	536,800
	Total All Funding Uses	\$18,038,800

The table does not include inter-fund transfers.

Sources of Funds



Uses of Funds

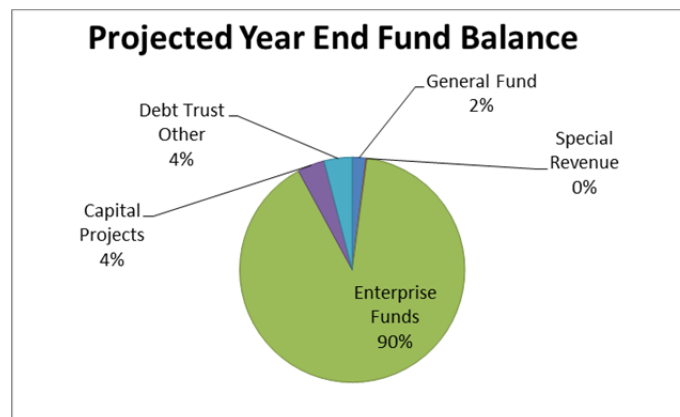


Summary of Changes in Fund Balances by Major Fund Type

The table below summarizes the net change in Fund Balance by Major Fund Type.

	General Fund	Special Revenue Fund	Enterprise Funds	Capital Projects	Debt Service/ Trust Funds/ Other	Total All Funds
Fund Balance 6/30/11	371,808	44,422	17,069,415	1,263,397	792,290	19,541,332
Fiscal Year 2012						
Revenues	6,182,515	751,470	8,058,695	121,199	637,761	15,751,639
Expenditures	6,387,994	751,470	7,802,586	424,797	637,761	16,004,607
Fund Balance 6/30/12	166,329	44,422	17,325,524	959,799	792,290	19,288,364
Fiscal Year 2013						
Revenues	6,490,500	5,479,000	7,691,500	125,000	586,800	20,372,800
Expenditures	6,270,300	5,499,000	7,445,500	325,500	586,800	20,127,100
Fund Balance 6/30/13	386,529	24,422	17,571,524	759,299	792,290	19,534,064
Increase/Decrease in Fund Balance	220,200	(20,000)	246,000	(200,500)	0	245,700

Fund	Projected Fund Balance 7/1/2012	Estimated Revenues FY 2012 -2013	Proposed Expenditures FY 2012 -2013	Projected Fund Balance 6/30/2013
General Fund	166,330	6,490,500	6,270,301	386,528
Special Revenue	44,422	5,479,000	5,498,999	24,423
Enterprise Funds	17,325,524	7,691,500	7,445,500	17,571,525
Capital Projects	959,799	125,000	325,500	759,299
Debt/Trust/Other	792,289	586,800	586,800	792,289
Total	19,288,364	20,372,800	20,127,100	19,534,064



Summary of Changes in Expenditures within Each Fund

Adopted Budget Fiscal Year 2012 -2013				
	Budget 11/12	Budget 12/13	Increase (Decrease)	% Change
GENERAL FUND				
MAYOR & COUNCIL	62,500	58,000	(4,500)	
MAGISTRATE	171,000	171,500	500	
GENERAL & ADMINISTRATIVE	729,000	806,500	77,500	
FINANCE	278,000	277,000	(1,000)	
MAINTENANCE	242,000	212,500	(29,500)	
LIBRARY	88,000	85,500	(2,500)	
RECREATION	191,000	197,500	6,500	
SWIMMING POOL	106,000	81,500	(24,500)	
POLICE	1,442,500	1,558,500	116,000	
FIRE	228,000	216,500	(11,500)	
BUILDING	90,500	101,000	10,500	
CENTRAL GARAGE	294,500	291,000	(3,500)	
AIRPORT	102,500	134,500	32,000	
SENIOR CENTER	22,000	17,000	(5,000)	
HOUSING AUTHORITY	150,000	150,000	-	
TOTAL GENERAL FUND	4,197,500	4,358,498	160,998	4%
BED, BOARD & BOOZE FUND				
TOURISM PROMOTION	497,000	416,000	(81,000)	
RECREATION FACILITIES	185,000	152,500	(32,500)	
VISITOR CENTER	37,500	40,000	2,500	
TOTAL BBB FUND	719,500	608,500	(111,000)	-15%
HURF FUND	750,000	803,000	53,000	7%
FLOOD CONTROL	60,000	210,000	150,000	250%
CAPITAL PROJECTS	50,000	-	(50,000)	-100%
ELECTRIC SYSTEM FUND	2,495,500	2,479,500	(16,000)	-1%
Water Department	1,413,000	1,378,500	(34,500)	
Waste Water Department	1,428,000	1,459,000	31,000	
TOTAL UTILITY FUND	2,841,000	2,837,501	(3,499)	0%
IMPACT FEE FUND	277,000	115,500	(161,500)	-58%
SANITATION FUND	744,500	712,500	(32,000)	-4%
GOLF COURSE FUND	600,500	539,000	(61,500)	-10%
FOREST SERVICE BUILDING	131,500	87,000	(44,500)	-34%
FIREMEN'S PENSION FUND	50,000	50,000	-	
COMMUNITY FACILITIES DISTRICT	-	5,000	5,000	
GRANT FUND	5,000,000	4,696,000	(304,000)	-6%
TOTAL DEBT SERVICE FUND	588,000	536,800	(51,200)	-9%
TOTAL CITY OF WILLIAMS	18,505,000	18,038,800	(466,200)	-3%

Personnel Detail – All Funds

Summarized below are the budgeted personnel for all funds. The city has decided not to fill the vacant Public Works Director Position in fiscal year 2013.

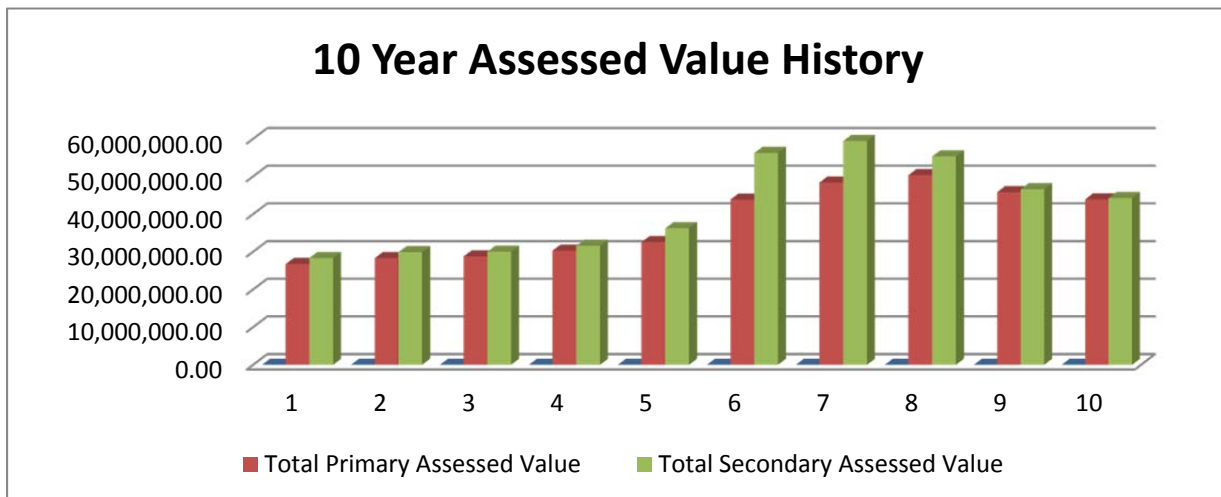
Department	Position	FY 2011 Actual FTE's	FY 2012 Actual FTE's	FY 2013 Planned FTE's
MAYOR & COUNCIL	Mayor and Council	7	7	7
MAGISTRATE	Court Services Supervisor	1	1	1
	Court Clerk Part Time		0.8	
GENERAL ADMINISTRATION	City Manager		1	1
	City Clerk / Personnel Director	1	1	1
	Administrative Assistant		2	2
FINANCE	Finance Director	1	1	1
	Accountant	1	1	1
	Account Clerk	2	1	1
LIBRARY	Librarian	1	1	1
	Library Aid Part Time	0.6	0.6	0.5
RECREATION	Recreation Supervisor	1	1	1
	Recreation Coordinator	1	1	1
	Summer Rec Employees	1	1.2	0.5
POOL	Aquatic Coordinator	2	1	1
	Lifeguards		1.4	1.5
MAINTENANCE	Superintendent	1	1	1
	Maintenance Worker	3	3	3
	Maintenance Worker Part Time		2.2	1
POLICE	Police Chief	1	1	1
	Lieutenant	1	1	1
	Sergeant	1	1	1
	Officer	9	9	8
	Support Services Supervisor	1	1	1
	Community Services Officer	1	1	1
	Information Systems Manager	1	1	1
	Animal Control	1	1	1
	Dispatcher	3	3	3
	Dispatcher Part Time	0.6	1.2	1.5
BUILDING INSPECTION	Chief Building Inspector	1	1	1
CENTRAL GARAGE	Shop Superintendent	1	1	1
	Shop Mechanic	2	2	2
STREET DEPARTMENT	Public Works Director	1	1	
	Street Superintendent	1	1	1
	Equipment Operator - Foreman	1	1	0.5
	Equipment Operator	4	3	3
	Maintenance Worker	1	1	2
WATER AND WASTEWATER	Water Superintendent	1	1	1
	Water Plant Operator	7	5	5
	Maintenance Worker		2	2
SANITATION	Sanitation Superintendent	1	1	1
	Equipment Operator	5	5	5
GOLF COURSE	Golf Superintendent	1	1	1
	Assistant Superintendent	1	1	1
	Mechanic	1	1	1
	Maintenance Worker Part Time	2.6	2.4	3
CHAMBER	Administrative Assistant	1	1	1
	Customer Service Representatives	2.1	2.1	2.5
Total Full Time Equivalents		77.9	82.9	80.0

Revenues

Revenues Property Tax

Under Arizona Law there are two primary valuation bases: Primary and Secondary. The primary (limited) assessed valuation is used when levying for maintenance and operation of cities, counties, school districts, community college districts, and the state. The secondary (full cash) assessed valuation is used when levying for debt retirement, voter-approved budget overrides, and maintenance and operation of special service districts. The chart below summarizes the 10-year history of primary and secondary

City of Williams				
10 Year Assessed Values and Tax Rates				
Fiscal Year 2003 through Fiscal Year 2012				
Fiscal year ended June 30	Total Primary Assessed Value	Total Secondary Assessed Value	Primary Tax Rate	Secondary Tax Rate
2003	26,740,686	28,359,018	1.2573	0.1422
2004	28,310,802	29,858,941	1.4676	0.1254
2005	28,766,865	30,004,088	1.6089	0.1174
2006	30,313,532	31,556,546	1.6089	0.0832
2007	32,549,262	36,243,362	1.4984	-
2008	43,867,430	56,224,893	1.1633	-
2009	48,402,570	59,413,591	1.1633	-
2010	50,367,793	55,318,634	1.1633	-
2011	45,855,811	46,580,328	1.2778	-
2012	43,930,557	44,264,576		-



Per A.R.S. 42-171-7(A), if the proposed tax levy, excluding amounts that are attributable to new construction, is greater than the amount levied in the preceding tax year, a truth in taxation hearing must be held. If the City intends to levy a tax rate greater than 1.3441, a truth in taxation hearing must be held. The chart below summarizes the Truth in Taxation Rate Calculation.

City of Williams					
Truth in Taxation Rate Calculation					
Fiscal Year 2012/13					
FY 2011/12					
Rate based on 2012 levy limit worksheet					
				Tax Rate	Tax Levy
	Previous year's primary property tax levy	585,946			
	-----	-----	=	1.3441	
	Current year's Net Assessed Value (C4) minus new construction	43,593,167			
	Maximum Allowable Tax Levy				676,531
	Maximum Allowable Tax Rate				1.5519
Option A	Keep Tax Rate Same as FY 11/12	No Truth in Taxation Notice		1.2778	557,033
Option B	Keep Tax Levy the Same	No Truth in Taxation Notice		1.3441	585,946
Option C	Increase Rate to Maximum Levy	Truth In Taxation Required		1.5519	676,531
Truth In Taxation Notice will be required if the tax rate is greater than 1.2860					
	FY 10/11 Assessed Value	45,855,811		1.2778	585,946
	Net Change In Assessed Value	(2,262,644)			

Fiscal Year 2013 budget keeps the total assessment the same as Fiscal Year 2012 increasing the tax rate to 1.3441. The total assessment for Fiscal Year 2013 is \$ 585,946.

Revenues – General Fund

General Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Taxes:					
	Property Taxes	561,057	586,000	588,488	586,000
	City Sales Tax	3,083,510	3,249,000	3,211,130	3,614,000
	Gas Franchise Fee	35,757	48,000	36,079	40,000
Intergovernmental:					
	State Revenue Sharing	306,112	255,000	255,156	309,000
	Auto Lieu Tax	126,981	122,000	122,922	123,000
	State Sales Tax	239,791	229,000	235,263	253,000
	Library Assistance Tax	28,028	28,000	28,028	28,000
Fines and Forfeitures:					
	Animal Control Fees	2,580	2,000	2,375	2,000
	Police Fines	35,831	37,500	33,585	35,000
	Planning and Zoning Fees	250	4,000	500	1,000
	Plan Check Fees	10,051	12,000	10,505	12,000
Charges for Services:					
	Recreation Programs	3,724	4,000	3,004	5,000
	Rodeo Ground Fees	16,079	16,000	15,974	16,000
	City Park Revenues	470	1,000	808	1,000
	Fire Department Reimbursemer	3,181	500	0	500
	Airport Leases and Fees	9,743	8,000	8,279	8,500
	Airport Fuel Sales	47,134	50,000	57,422	64,000
	Cemetery Proceeds	6,925	5,000	5,200	5,000
	Police Department Reimburserr	1,280	2,500	955	2,500
	Swimming Pool Receipts	17,658	20,000	26,382	25,000
Licenses and Permits:					
	Business License	10,540	37,500	9,922	10,500
	Building Permits	25,151	26,000	19,823	20,000
Interest Earnings:					
	Interest Income	903	500	450	500
Other Financing Sources:					
	Miscellaneous	66,703	28,000	16,960	25,000
	Housing Authority Reimburse		150,000	150,000	150,000
	Workers Comp Refund	2,495			5,000
	City Auction Proceeds	0	25,000	44,775	25,000
	Loan Proceeds	186,000	186,000	186,000	
	FEMA 2010 Reimbursement				40,000
	Transfers from Other Funds	370,000	55,000	205,000	155,000
Total General Fund Revenues		5,197,933	5,187,500	5,274,985	5,561,500

Bed Board and Booze Tax

General Fund

BBB Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Taxes:					
	Bed Board and Booze Tax	626,983	643,000	665,385	684,000
Interest Earnings:					
	Interest Income	0	0	149	0
Other Financing Sources:					
	Tower Rental	25,770	26,000	26,712	26,000
	USFS Visitor Center Reimburse	18,091	18,000	18,286	18,000
Total BBB Fund Revenues		670,844	687,000	710,532	728,000

Forest Service Building

General Fund

Forest Service Building Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Charges for Services:					
	Rental Income	186,401	185,000	189,781	190,000
Interest Earnings:					
	Interest Income	15	500	217	500
Total Forest Service Building Fund		186,416	185,500	189,998	190,500

Community Facilities District

General Fund

Community Facilities District Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Taxes					
	Property Taxes	1,321	5,000	5,000	7,500
Total Capital Projects Fund		1,321	5,000	5,000	7,500

J.C.E.F. Fund

General Fund

JCEF Fund Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Fines and Forfeitures:					
	JCEF Revenue	6,500	2,000	2,000	3,000
Interest Earnings:					
	Interest Income	39	0	0	0
Total JCEF Fund		6,539	2,000	2,000	3,000

Revolving Loan Funds

General Fund

Revolving Loan Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Interest Earnings:					
	Interest Income	34	0	0	0
Total Revolving Loan Fund		34	0	0	0

Revenues – Special Revenue Funds

Highway User Revenue – Streets

Special Revenue Fund

Highway User Revenue Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Taxes:					
	Highway User Revenue	321,100	300,000	244,466	290,000
Other Financing Sources:					
	Miscellaneous	100	1,000	0	0
	Transfer from General Fund	503,079	449,000	507,004	513,000
Total HURF Fund Revenues		824,279	750,000	751,470	803,000

Grant Fund

Special Revenue Fund

Grants Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Other Financing Sources					
	Grant Income	552,591	5,000,000	0	4,676,000
Interest Earnings:					
	Interest Income	33	0	0	0
Total Grants Fund		552,624	5,000,000	0	4,676,000

Revenues – Enterprise Funds

Electric System

Enterprise Fund

Electric System Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Users Fees:					
	Electric System Revenues	3,418,897	3,550,000	3,430,595	3,550,000
	Turn On/Off Fees	11,170	11,000	10,660	11,000
Interest Earnings:					
	Interest Income	838	1,500	890	1,500
Other Financing Sources:					
	Miscellaneous	133,928	80,000	80,000	40,000
Total Electric Fund Revenues		3,564,833	3,642,500	3,522,145	3,602,500

Utility Fund Water
Enterprise Fund

Utility Fund - Water - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Users Fees:					
	Water Revenue	884,356	923,000	788,436	812,000
	Water Connection	2,593	3,000	909	2,000
Interest Earnings:					
	Interest Income	20,641	22,000	32,740	25,000
Other Financing Sources:					
	Miscellaneous	4,586	10,000	545	10,000
	Loan Proceeds	118,000	121,000	121,000	
	Transfer From Electric System	276,495	334,000	882,927	529,500
Total Utility Fund - Water		1,306,671	1,413,000	1,826,557	1,378,500

Utility Fund Waste Water
Enterprise Fund

Utility Fund - Wastewater - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Users Fees:					
	Sewer Revenue	1,049,366	1,075,000	1,078,565	1,100,000
	Effluent Water Sales	0	0	333,036	10,000
Other Financing Sources:					
	Miscellaneous	17,022	1,000	2,648	1,500
	Transfer From Electric System	309,218	352,000	0	347,500
Total Utility Fund - Wastewater		1,375,606	1,428,000	1,414,249	1,459,000

Sanitation Fund

Enterprise Fund

Sanitation Fund - Solid Waste - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Users Fees:					
	Refuse Collection	511,430	536,000	479,023	489,000
	City Resident Fees	36,173	42,000	32,113	33,000
	County Resident Fees	21,187	20,500	25,160	26,000
Other Financing Sources:					
	Country Transfer Station Reimbursement	107,972	117,000	102,583	106,000
	Miscellaneous	3,097	3,500	3,822	3,500
	Transfer From General Fund		25,500	84,230	55,000
Total Sanitation Fund		679,859	744,500	726,931	712,500

Golf Course Fund

Enterprise Fund

Golf Course Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012	Fiscal Year 2013	
		Actual	Budget	Estimated	Adopted
Users Fees:					
	Season Passes and Coupons	21,538	35,000	21,000	25,000
	Cart Fees	155,236	207,000	171,046	175,000
	Green Fees	254,232	283,000	255,923	260,000
	Food and Beverage Revenue	9,864	14,500	12,685	13,000
Other Financing Sources:					
	Miscellaneous	2,751	1,500	373	1,500
	Transfer From BBB Fund	100,000	100,000	100,000	64,500
	Transfer From General Fund			7,786	
Total Golf Course Fund		543,622	641,000	568,813	539,000

Revenues – Capital Projects

Impact Fee Fund

Capital Projects Fund

Impact Fee Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Licenses and Permits					
	Water Treatment	57,397	7,500	899	0
	Wastewater Treatment	2,812	6,000	784	0
	Water Supply	4,751	7,500	899	
	General Government	3,498	6,500	526	
	Police Department	2,529	4,000	236	
	Fire Department	5,064	6,000	427	
	Street Department	3,765	10,000	1,334	
	Library	2,924	6,000	517	
	Parks and Recreation	3,020	4,500	454	
	Sanitation	3,103	7,500	608	
Interest Earnings:					
	Interest Income	30	0	0	0
Total Impact Fee Fund		88,892	65,500	6,684	0

Capital Projects

Capital Projects Fund

Capital Projects Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Interest Earnings:					
	Interest Income	1,321	0	0	0
Total Capital Projects Fund		1,321	0	0	0

Flood Control District Funds

Capital Projects Fund

Flood Control District Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Taxes:					
	Flood Control Revenue	91,707	97,000	114,515	125,000
Total Flood Control Revenue		91,707	97,000	114,515	125,000

Revenues – Trust Funds

Firemen's Pension Fund

Trust Fund

Firemens Pension Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Other Financing Sources:					
	Retirement Contributions	50,000	50,000	50,000	50,000
Total Firemen's Pension Fund		50,000	50,000	50,000	50,000

Revenues – Debt Service Fund

Debt Service Fund

Debt Service Fund - Revenues - By Source					
		Fiscal Year 2011	Fiscal Year 2012		Fiscal Year 2013
		Actual	Budget	Estimated	Adopted
Other Financing Sources:					
	Northside Sewer Assessments	102,631	113,000	113,000	112,000
	Transfers From General Fund	287,421	433,500	473,761	388,300
	Transfers From Golf Course		40,500		35,500
Interest Earnings:					
	Interest Income	1,130	1,000	1,000	1,000
Total Debt Service Fund		391,182	588,000	587,761	536,800

Inter Fund Transfer Summary

The table below summarizes the Inter Fund Transfer for Fiscal Year 2012 and 2013.

Fund	Projected Fiscal Year 2012		Proposed Fiscal Year 2013	
	Transfers In	Transfer Out	Transfers In	Transfer Out
General Fund				
Transfer to HURF Fund		507,004		513,000
Transfer to Sanitation Fund		84,230		55,000
Transfer to Golf Course		7,786		0
Transfer to Debt Service		473,761		388,300
Transfer from BBB Fund	55,000		55,000	
Transfer from Forest Service Fund	150,000		100,000	
BBB Fund				
Transfer to Gen Fund		55,000		55,000
Transfer to Golf Fund		100,000		64,500
HURF Fund				
Transfer from General Fund	507,004		513,000	
Debt Service Fund				
Transfer from General Fund	473,761		388,300	
Transfer from Golf Fund			35,500	
Forest Service Fund				
Transfer to General Fund		150,000		100,000
Sanitation Fund				
Transfer from General Fund	84,230		55,000	
Golf Course				
Transfer from General Fund	7,786			
Transfer from BBB	100,000		64,500	
Transfer to Debt Service				35,500
Electric System Fund				
Transfer to Water		869,645		529,500
Transfer to Waste Water	13,282			347,500
Utility Fund Water				
Transfer from Electric	869,645		529,500	
Utility Fund Waste Water				
Transfer from Electric			347,500	
Transfer to Water		13,282		
Total Transfers	2,260,708	2,260,708	2,088,300	2,088,300

Department Budgets – General Fund

The following detailed department budgets are summarized in this section:

- Mayor and Council
- Magistrate
- General and Administrative
- Finance
- Maintenance
- Library
- Recreation
- Swimming Pool
- Police
- Fire
- Building Inspection
- Central Garage
- Airport
- Senior Center
- Forest Service Building
- Housing Authority
- Community Facilities District

Mayor and Council

Did You Know?

For Variances, the City Council sits as the Board of Adjustments

DEPARTMENT DESCRIPTION

The Mayor and City Council are elected at large and consist of seven members. The Mayor presides over the City Council meetings.

The City Council is elected on staggered four year terms with the Mayor elected every two years.

MAJOR SERVICES / RESPONSIBILITIES

It is the Mayor and Council responsibility to provide the policy direction for the effective management of the city.

The City Council is responsible for appointing the City Manager who has responsibility for the day-to-day operations of the City.

The City Council also is responsible for appointing other key officials and city committee/commission members including the Planning and Zoning Commission, Parks and Recreation Committee, Golf Committee, Airport Committee and Historic Preservation Committee.

MAYOR & COUNCIL							
810		Actual 10/11	Budget 11/12	Y.T.D @ 3/31/2012	Projected @ 6/30/12	Projected 12/13	Projected 13/14
4100	REGULAR EMPLOYEES	18,000	34,800	26,100	34,800	34,800	18,000
4130	GROUP INSURANCE	11,150	10,981	10,555	13,500	11,518	15,000
4140	FICA	1,377	2,646	1,997	2,658	2,632	1,400
4180	WORKERS COMPENSATION	32	73	42	73	50	100
	TOTAL PERSONNEL	30,559	48,500	38,694	51,031	49,000	34,500
4340	COMMUNICATIONS						
4350	DUES, MEMBERSHIPS & SUB	100	500			500	500
4380	GENERAL SUPPLIES	13	500			500	500
4460	PUBLIC RELATIONS	4599	4,000	1,967	2,000	4,000	5,000
4500	TRAVEL	4031	4,000	3,656	4,000	4,000	4,000
5150	ELECTION EXPENSES		5,000		11,600		10,800
5190	CONTINGENCIES						
	TOTAL SERVICES & SUPPLIES	8,743	14,000	5,623	17,600	9,000	20,800
	TOTAL PERSONNEL & S.S.	39,302	62,500	44,316	68,631	58,000	55,300
7020	COMPUTER EQUIPMENT						1,000
	TOTAL CAPITAL						1,000
	TOTAL MAYOR & COUNCIL	39,302	62,500	44,316	68,631	58,000	56,300
		✓	✓	✓	9.8%	-15.5%	-2.9%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- There will be no election expenses in FY 2013, eliminating \$4,000 in expenses.

Magistrate

Did You Know? Our court reports to, and falls under the authority of the Arizona Office of the Courts (AOC), which is the court regulatory branch of the Arizona Supreme Court.

DEPARTMENT DESCRIPTION

The Williams City Court has original jurisdiction for the incorporated areas of the City of Williams. Our court handles criminal (misdemeanor), civil traffic, and city code cases.

MISSION STATEMENT

It is our purpose to provide the timely, fair and efficient administration of justice under law, in a manner that instills and sustains the public's confidence in the judicial system.

In producing the mission statement, the Court's leadership affirmed its core values, those basic convictions that demonstrate, through actions, and emphasis what import to the court as a whole is. Our core values include, integrity, fundamental fairness in all that we do, independent and principled decision-making by the judiciary, professionalism and respect, courtesy and compassion toward the public and each other, responsiveness to the needs of the public, hard work in a cooperative and rewarding environment.

2012-2013 OBJECTIVES

- Implement Coconino County Justice 2030 planning strategies
- Participate in Domestic Violence Court training
- Participate in the Criminal Justice Coordinating Council
- Develop and Conduct annual customer service surveys
- Implement courthouse security enhancements, Facilities and Operations
- Develop Continuation of Operations Plan with alternative site, Develop courthouse evacuation plan
- Pursue grants for court enhancement, review and adjust court fees
- Create self-help informational resources for self-representation with hand-out materials and kiosk development
- Increase training for court Staff
- Use of email to correspond with defendants who reside long distances from our court
- Develop court/high school internship program
- Implementation of paperless records management system
- Prepare and disseminate monthly reports for Council review

2011-2012 ACCOMPLISHMENTS

- Court Supervisor Shana Brownlee graduated from the Arizona Court Management course.
- Developed Court policies and procedures manual
- Reviewed court fees, fines, and sanctions and made adjustments where necessary
- Court hours were expanded to include Fridays and to coincide with Williams Justice Court hours of operation
- Implementation of EZ Track case tracking system
- Developed Community Restitution program which holds defendants accountable and gives back to the community

MAGISTRATE							
830		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	38,934	39,478	30,311	41,315	39,478	39,873
4130	GROUP INSURANCE	6,297	6,717	4,806	6,500	6,198	6,260
4140	FICA	2,985	3,030	2,425	3,250	3,020	3,050
4150	ASRS	3,776	3,987	3,268	4,400	4,400	4,444
4170	UNEMPLOYMENT COMPENSATION	556	204		204	257	259
4180	WORKERS' COMPENSATION	113	83	60	83	46	46
	TOTAL PERSONNEL	52,660	53,500	40,871	55,752	53,400	53,934
4340	COMMUNICATIONS	1,647	2,000	1,443	2,000	2,000	2,000
4350	DUES, MEMBERSHIPS & SUBS	50	100		100	100	100
4380	GENERAL SUPPLIES	4,796	3,400	2,312	3,400	3,500	3,500
4430	OTHER PROFESSIONAL	35,614	38,000	31,020	38,000	38,000	38,000
4450	PRINTING & BINDING		500		500	500	500
4480	REPAIR & MAINTENANCE	2,501	2,500	3,752	2,500	2,500	2,500
4500	TRAVEL	664	1,500	1,155	1,500	1,500	1,000
5010	AUDIT - FINANCIAL					2,500	
5030	PROF - LEGAL	57,938	62,000	40,207	62,000	60,000	64,000
5060	RENTAL OF BUILDING	5,044	5,000	1,088	5,000	5,000	5,500
5200	JURY TRIAL COMPENSATION	129	1,000		1,000	1,000	1,000
	TOTAL SERVICES & SUPPLIES	108,384	116,000	80,977	116,000	116,600	118,100
	TOTAL PERSONNEL & S.S.	161,044	169,500	121,848	171,752	170,000	172,034
7010	COPIER/PRINTER		1,500	1,500	1,500	1,500	2,000
	TOTAL CAPITAL		1,500	1,500	1,500	1,500	2,000
	TOTAL MAGISTRATE	161,044	171,000	123,348	173,252	171,500	174,034
		✓	✓	✓	1.3%	-1.0%	1.5%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- Addition of \$2,500 to cover audit expenses

General and Administrative

Did you Know?

The City Clerk is the official repository for all records of the City of Williams.

DEPARTMENT DESCRIPTION

The General and Administrative Department includes the City Manager, City Clerk/Human Resources Director, and other administrative support Staff. The City Manager oversees all City Departments in the management of the day-to-day operations of the city and carries out the policies adopted by the City Council.

MAJOR SERVICES / RESPONSIBILITIES

The General and Administrative Department provides the overall administrative leadership necessary for the delivery of services to the citizens, interaction with other levels of government and advocates the City's positions. This department assists the various City departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to internal and external customers.

Staff in this department is responsible for the Human Resource and Risk Management functions of the City. They also oversee the annual contracts for City Attorney and City Engineer.

FISCAL YEAR 2013 OBJECTIVES

- Continue to maximize the efficiency and effectiveness of City-wide operations by implementing creative processes and solutions to meet the directions and goals of the City Council.
- Prepare General Plan update as required by State Statute.
- Complete overhaul of Records Management System to create more user-friendly and efficient system.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- The City hired a new City Manager this year, filling a position that was vacant for two years.
- Began process for implementing new Records Management System.

GENERAL ADMINISTRATION							
840		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	64,161	203,923	130,755	194,750	222,371	224,595
4130	GROUP INSURANCE	6,556	31,610	22,723	35,016	38,745	39,132
4140	FICA	5,258	15,625	10,283	15,000	17,011	17,182
4150	ASRS	6,088	20,596	13,883	19,500	24,783	25,031
4170	UNEMPLOYMENT COMPENSATION	386	818	232	818	1,028	1,038
4180	WORKERS' COMPENSATION	288	428	191	428	462	467
4190	TAXABLE FRINGE BENEFITS			1,350	1,800		
	TOTAL PERSONNEL	82,738	273,000	179,416	267,312	304,400	307,444
4310	ADVERTISING	7,962	6,000	2,667	6,000	6,000	7,000
4340	COMMUNICATIONS	7,007	7,000	4,663	7,000	7,000	8,000
4350	DUES, MEMBERSHIPS & SUBSCRIPT	4,396	5,000	8,178	8,500	8,500	9,000
4360	ELECTRICITY	44,274	49,000	30,112	49,000	49,000	50,000
4370	GASOLINE	913	1,500	987	1,500	1,500	1,500
4380	GENERAL SUPPLIES	21,340	20,000	20,114	13,000	13,000	13,000
4390	INSURANCE	222,926	233,000	174,987	233,000	250,000	260,000
4410	LICENSES, PERMITS & FEES	104	700	85	100	300	300
4420	NATURAL GAS	5,687	6,000	4,637	6,000	6,000	6,000
4430	OTHER PROFESSIONAL	2,159	1,500	840	6,500	5,000	5,000
4440	POSTAGE	8,426	9,000	5,447	9,000	9,000	9,500
4470	RENTAL & MAINTENANCE CONTRACT	8,887	7,000	1,620	7,000	7,000	7,000
4480	REPAIR & MAINTENANCE SERVICES	7,432	3,000	5,588	5,700	3,000	3,000
4500	TRAVEL	4,202	4,000	6,123	6,500	6,500	6,500
4520	UTILITIES	1,208	1,300	316	1,300	1,300	1,300
5030	PROFESSIONAL & CONSULT - LEGAL	78,320	80,000	41,508	75,000	75,000	75,000
5100	BANK FEES				7,000	7,000	7,500
5190	CONTINGENCY FUND		10,000			10,000	10,000
	TOTAL SERVICES & SUPPLIES	425,245	444,000	307,874	442,100	465,100	479,600
	TOTAL PERSONNEL & S.S.	507,982	717,000	487,290	709,412	769,500	787,044
7020	COMPUTER EQUIPMENT/SOFTWARE	3,096	3,000	2,084	2,100	8,000	2,500
	GENERAL PLAN UPDATE					20,000	
7030	BUILDING REPAIRS	7,641		15,912	15,912		
7288	NORTHSIDE SEWER PAYMENTS	8,592	9,000		9,000	9,000	9,000
	TOTAL CAPITAL	19,329	12,000	17,995	27,012	37,000	11,500
	TOTAL GENERAL ADMINISTRATION	527,312	729,000	505,285	736,424	806,500	798,544
		✓	✓	✓	1.0%	9.5%	-1.0%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- An increase of \$31,000 in personnel costs to cover the added expense of the new City Manager position
- An increase of \$22,000 for increases in insurance premiums
- The addition of \$20,000 for the State-mandated General Plan Update
- Additional small increases in areas such as professional, travel, and banking expenses

Finance

Did You Know?

The Finance Department issues over 15,000 payments each year to vendor's and employees.

DEPARTMENT DESCRIPTION

The Finance Department is responsible for the financial management of the City. The department provides the following services: General Ledger, Payroll, Purchasing, Accounts Payable, and Utility Billing.

MAJOR SERVICES / RESPONSIBILITIES

It is the responsibility of the Finance Department to provide professional, accurate, and timely financial and accounting services to all customers including citizens, vendors, utility customers, media, departments, and City Council. This department maintains the integrity of the City's comprehensive financial and budget administration as well as financial grant administration.

The department also maintains the city website: www.williamsaz.gov

FISCAL YEAR 2013 OBJECTIVES

- Select a new Financial Accounting software packages to enhance the department's ability to meet its goals and objectives.
- Adopt Principles of Sound Financial Management.
- Make more information available online through the city website.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Reformatted the budget to the Government Finance Officers Association recommended format.
- Completed the Fiscal Year 2011 Audit.
- Streamlined the Utility Billing adjustment process.
- Overhauled purchasing process to provide oversight by management staff, simplify purchases for departments, and expedite payment for vendors

FINANCE							
880		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	214,779	179,488	127,637	178,546	179,488	181,283
4110	OVERTIME	3,898		1,649	1,650		
4130	GROUP INSURANCE	27,750	21,742	14,890	20,285	16,947	17,116
4140	FICA	15,978	13,651	10,305	14,010	13,731	13,868
4150	ASRS	21,315	18,128	14,073	19,214	20,004	20,204
4170	UNEMPLOYMENT COMPENSA	776	613		613	771	778
4180	WORKERS' COMPENSATION	474	377	221	377	360	364
	TOTAL PERSONNEL	284,969	234,000	168,775	234,695	231,300	233,613
4340	COMMUNICATIONS	549	750	489	750	750	750
4350	DUES, MEMBERSHIPS & SUE	725	500	600	600	600	700
4380	GENERAL SUPPLIES	958	2,250	895	1,750	2,350	2,350
4470	REPAIR & MAINTENANCE SE		1,000				1,500
4480	RENTAL & MAINT.	5,072	3,000	5,072	5,072	4,500	4,500
4500	TRAVEL	591	500	727	800	1,000	1,000
5010	AUDIT - FINANCIAL	31,500	27,000	22,089	27,500	28,000	29,000
5020	AUDIT - SALES TAX	265	2,500		1,000	2,500	3,000
5100	BANK AGENCY FEES	5,733	5,000	1,129	5,000	5,000	5,000
	TOTAL SERVICES & SUPPLI	45,393	42,500	31,001	42,472	44,700	47,800
	TOTAL PERSONNEL & S.S.	330,362	276,500	199,776	277,167	276,000	281,413
7020	COMPUTER EQUIP. PRINTER	1,031	1,500	1,927	1,927	1,000	1,000
	TOTAL CAPITAL	1,031	1,500	1,927	1,927	1,000	1,000
	TOTAL FINANCE DEPARTME	331,394	278,000	201,703	279,094	277,000	282,413
		✓	✓		0.4%	-0.8%	2.0%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- Budget remains virtually identical to previous year

Maintenance

Did You Know?

Lighting within all city facilities was retrofitted this year to be more energy efficient.

DEPARTMENT DESCRIPTION

The Maintenance Department is responsible for maintaining all City facilities and park areas. The department is staffed seven days per week, allowing Staff to correct any maintenance issue immediately. This department also provides support for special events and assists with snow removal operations.

SIGNIFICANT CHANGES

A person from the Maintenance Department was certified in both herbicides and pest control. This will enable the department to better control weeds and will save a significant amount of money by not having to contract out pest control.

FISCAL YEAR 2013 OBJECTIVES

- Paint various City facilities including: City Office, ball field buildings, portions of the Forest Service Building and the rodeo barn.
- Landscape the Monument Park and ball field areas.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Received Certification for department Staff to apply both pesticides and herbicides, resulting in significant cost savings to the City
- Coordinated the installation of new HVAC units and ducting at the City Office.
- Built an enclosure on hanger at the airport, making it a usable storage area.
- Assisted with the logistics of numerous events including: Hog Rally, Cowpunchers Rodeo, and Mountain Village Holidays.
- Assisted in ordering and placing new signage at the cemetery
- Landscaped the west triangle, Foote Works building, and a portion of Glassburn Park
- Painted and installed new flooring in the Water Department watch house
- Assisted in cleaning and sealing approximately half of the Historic Sidewalks and installed three new historic lights

MAINTENANCE							
890		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	119,298	145,315	82,153	135,000	112,639	113,765
4110	OVERTIME	1,017	1,600	394	500	1,600	1,616
4130	GROUP INSURANCE	30,195	34,499	24,455	33,000	32,232	32,554
4140	FICA	9,068	10,758	7,320	8,500	8,329	8,413
4150	ASRS	10,618	14,198	8,554	12,000	12,267	12,390
4170	UNEMPLOYMENT COMPENSATION	1,211	1,774	491	1,774	1,467	1,482
4180	WORKERS' COMPENSATION	4,896	6,856	2,968	6,856	5,665	5,722
4190	TAXABLE FRINGE BENEFITS			1,400	1,400		
	TOTAL PERSONNEL	176,302	215,000	127,734	199,030	174,200	175,942
4320	AUTO SUPPLIES	1,267	500	1,452	1,500	500	500
4330	CHEMICALS					6,000	6,000
4340	COMMUNICATIONS	394	400	278	400	400	450
4370	GASOLINE	7,626	7,500	6,873	7,500	7,500	7,500
4380	GENERAL SUPPLIES	11,439	5,000	5,891	7,000	5,000	5,000
4400	JANITORIAL SUPPLIES	2,704	2,500	711	2,500	2,500	2,500
4470	R&M CONTRACT (FIRE EXT)		2,500				
4480	REPAIR & MAINTENANCE SERV	18,846	7,000	6,922	9,000	9,000	9,500
4485	LITTLE LEAGUE MAINT	6,188		3,492	7,000	5,000	5,000
4490	SMALL TOOLS & MINOR EQUIP		1,000	1,883	2,000	1,000	2,000
4500	TRAVEL			1,529	2,000	800	800
4510	UNIFORMS		600	386	600	600	600
	TOTAL SERVICES & SUPPLIES	48,463	27,000	29,417	39,500	38,300	39,850
	TOTAL PERSONNEL & S.S.	224,765	242,000	157,152	238,530	212,500	215,792
7192	SIDEWALK PROGRAM			1,119	1,500		
7494	CATARACT LAKE CAMPGROUND	3,804		4,082	4,100		
7010	TABLES AND CHAIRS						1,000
	TOTAL CAPITAL	3,804		5,201	5,600		1,000
	TOTAL MAINTENANCE	228,570	242,000	162,353	244,130	212,500	216,792
		✓	✓	✓	0.9%	-13.0%	2.0%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- Two part-time seasonal positions were eliminated, leading to a substantial savings in personnel costs

Library

Did You Know?

The annual number of materials circulated by the Williams Public library has increased by 10,000 items compared to 5 years ago.

DEPARTMENT DESCRIPTION

The Williams Public Library provides access to books and services to City of Williams and Coconino County residents. The library is jointly funded by the City of Williams and Coconino County.

MAJOR SERVICES / RESPONSIBILITIES

The library houses 12,000 books, 500 VHS and DVD movies, and 17 public computers with Internet access. Other items include books on tape, newspapers and periodicals. Summer reading programs are conducted each year along with occasional adult programs. The library collection is constantly changing with new items added and deleted daily.

A special focus of the library is a local history project. Using volunteers, the library has scanned and archived over one thousand historical photographs and documents.

FISCAL YEAR 2013 OBJECTIVES

- Rearrange and add shelving to provide additional space for additional inventory.
- Replace furniture as needed
- Install new computer with related hardware that will be dedicated to assisting patrons with their employment search.

LIBRARY							
900		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	-5,626	60,323	41,077	58,000	57,717	58,294
4130	GROUP INSURANCE	6,297	6,717	4,856	6,507	6,485	6,550
4140	FICA	4,083	4,475	3,351	4,572	4,415	4,459
4150	ASRS	4,567	5,891	4,095	5,761	6,210	6,272
4170	UNEMPLOYMENT COMPENSA	431	467	119	467	330	334
4180	WORKERS' COMPENSATION	123	127	64	127	143	144
	TOTAL PERSONNEL	9,875	78,000	53,562	75,434	75,300	76,053
4340	COMMUNICATIONS	2,138	3,000	1,602	3,000	3,000	3,500
4380	GENERAL SUPPLIES	59	1,000	218	1,000	1,000	2,000
4470	RENTAL & MAINTENANCE	60	500		500	500	1,000
4500	TRAVEL		500	29	500	700	700
5140	BOOKS AND PERIODICALS		2,500			2,500	3,000
5160	OCLC ONLINE USAGE FEE	1,520	2,500	1,520	2,500	2,500	2,500
	TOTAL SERVICES & SUPPLI	3,777	10,000	3,369	7,500	10,200	12,700
	TOTAL PERSONNEL & S.S.	13,652	88,000	56,931	82,934	85,500	88,753
7010	FURNITURE & FIXTURES						1,000
	TOTAL CAPITAL						1,000
	TOTAL LIBRARY	13,652	88,000	56,931	82,934	85,500	89,753
		✓	✓	✓	-5.8%	3.1%	5.0%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- No major variations planned. Furniture and shelving purchases will be paid out of the Impact Fee Fund

Recreation

Did You Know? Recreation had over 40,000 participants take part in the various programs offered in FY 2012.

DEPARTMENT DESCRIPTION

The Recreation Department is dedicated to providing safe, fun, healthy, educational and supervised facilities, programs and events for the youth and families of our community. The Department provides diverse year-round leisure opportunities throughout the community. The Department provides programs for various age groups but primarily focuses on ages 5 through 18.

MAJOR SERVICES/RESPONSIBILITIES

Recreation provides personnel for supervision of the Youth Recreation Center, the Williams Skate Park, the WUSD2 open gym programs, along with a variety of special events throughout the year.

The Recreation Department is responsible for management of several City-owned and/or operated facilities throughout Williams and coordinating the City events calendar. This department assists with coordinating City services for community events, works with other government agencies, and facilitates meetings of the Parks and Recreation Commission.

FISCAL YEAR 2013 OBJECTIVES

- Maintain the current number of operating hours by reorganizing schedules and times at the current staffing levels.
- Continue to search for alternative funding sources to provide the community with their requested recreational needs.
- Make needed repairs to the Recreation Center, including replacing the floor, fixing the doors in the building, and re-staining the exterior.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Collected over \$9,000.00 in grant funds
- Refurbished several ramps in the Skate Park using donated funds.
- Installed privacy fencing around the back playground.
- Refurbished signs on both buildings.
- Worked with Coconino County on the initial stages of the Cataract Lake improvement Project.

RECREATION							
950		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	95,276	103,957	73,998	103,957	105,193	106,245
4110	OVERTIME						
4130	GROUP INSURANCE	16,435	17,653	15,065	20,100	19,482	19,677
4140	FICA	7,010	7,957	6,196	8,250	8,047	8,128
4150	ASRS	8,154	7,975	6,537	9,400	11,724	11,841
4170	UNEMPLOYMENT COMPENSATION	1,214	1,139	954	1,139	771	778
4180	WORKERS' COMPENSATION	1,445	1,320	949	1,320	1,483	1,498
	TOTAL PERSONNEL	129,533	140,000	103,699	144,166	146,700	148,167
4320	AUTO SUPPLIES		500			500	
4340	COMMUNICATIONS	3,408	3,500	2,111	3,200	3,500	4,000
4360	ELECTRICITY	16,541	16,000	9,663	15,000	16,000	16,000
4370	GASOLINE	290	600	393	600	600	600
4380	GENERAL SUPPLIES	2,208	2,500	1,359	2,500	2,500	2,500
4410	LICENSES, PERMITS & FEES	693	700	320	700	700	750
4420	NATURAL GAS	9,432	9,500	5,803	8,500	9,500	9,500
4430	OTHER PROFESSIONAL		1,000			1,000	1,000
4470	RENTAL & MAINTENANCE	1,400	2,500	735	1,500	2,500	3,000
4480	REPAIR & MAINTENANCE	414	1,000	3,485	3,500	1,000	1,500
4500	TRAVEL	179	200			500	500
4510	UNIFORMS						
5340	EMPLOYEE FUNCTIONS		1,000	524	550	1,000	1,000
	OPEN GYM					2,500	2,500
5360	RECREATIONAL PROGRAMS	9,535	8,000	6,184	9,000	9,000	8,500
	TOTAL SERVICES & SUPPLIES	44,100	47,000	30,576	45,050	50,800	51,350
	TOTAL PERSONNEL & S.S.	173,633	187,000	134,275	189,216	197,500	199,517
7504	SHOOTING RANGE LEAD		3,000		3,350		
7085	RECREATION EQUIPMENT		1,000				4,000
	TOTAL CAPITAL		4,000		3,350		4,000
	TOTAL PARKS & RECREATION	173,633	191,000	134,275	192,566	197,500	203,517
		✓	✓		0.8%	2.6%	3.0%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- Slight increases in personnel costs (primarily insurance and ASRS contributions)
- Added \$2,500 to continue popular “open gym” program that faced grant funding cuts

Swimming Pool

Did You Know?

A new aquatic wheelchair was purchased in FY 2012 to ensure continued compliance with ADA requirements

DEPARTMENT DESCRIPTION

The Recreation Department oversees the operation of the Williams Aquatic Center. The Williams Aquatic Center is currently operated during the summer months. During the summer season the pool offers swim lessons, water aerobics, public swim sessions, sessions set aside weekly for the special needs campers from Camp Civitan and session times dedicated, twice a week, to the City of Williams Summer Splash Rec Program.

MAJOR SERVICES/RESPONSIBILITIES

The pool staff is responsible for providing healthy, fun, safe programs and activities for the community within the pool facility. The Aquatic Coordinator is the onsite manager during the open season and is also responsible for maintaining the facility during the months it is in a state of hibernation.

SIGNIFICANT CHANGES

A non-lifeguard person has been brought onboard to work a new approach to providing snacks and drinks to patrons. There will be concessions available through the office and will be handled by this non-lifeguard personnel. This person will also be trained to handle the office duties of answering the phones, dealing with the cash register and other needs of the public, including scheduling lessons. This should free up the trained lifeguards to be poolside when they are on duty and allow for the most productive season possible with only six lifeguards.

FISCAL YEAR 2013 OBJECTIVES

- Increase revenues through a new concession approach and increased visitation at the pool
- Continue a smooth hibernation/de-hibernation process to go smoothly and have no unexpected major issues arise that will compromise the budget in any manner. A new pump motor, impeller and Strantrol probes (automated chemical system controller) have been requested in the 2012/2013 budget. The pool will strive to stay within budgetary constraints while providing a swim season that will be adequate for the community.

FISCAL YEAR 2012 ACCOMPLISHMENTS

Due to the diligence of the Aquatic Coordinator, the pool remained operational every day during the water crisis experienced in the City during the 2011 swim season. The Coconino Health Department was audibly amazed when they came for the annual inspection. They praised our Aquatic Coordinator highly for being able to keep the pool in pristine condition and within every parameter of Health Code through that crisis. The pool hibernation was without incident and required much less care than in the previous year.

SWIMMING POOL							
921		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	87,299	65,485	37,125	62,485	43,060	43,491
4130	GROUP INSURANCE	19,648	10,936	7,796	10,936	10,084	10,184
4140	FICA	6,112	5,081	3,265	5,081	3,294	3,327
4150	ASRS	7,089	3,584	2,167	3,584	1,901	1,920
4170	UNEMPLOYMENT COMPENSATION	872	1,080	583	1,080	1,255	1,268
4180	WORKERS' COMPENSATION	824	1,834	775	1,834	1,206	1,218
	TOTAL PERSONNEL	121,845	88,000	51,711	85,000	60,800	61,408
4330	CHEMICALS	895	1,400	1,512	1,600	1,400	1,500
4340	COMMUNICATIONS	1,578	1,500	960	1,500	1,500	1,500
4360	ELECTRICITY	8,531	10,000	6,740	10,000	10,000	10,000
4380	GENERAL SUPPLIES	748	1,000	487	1,000	1,000	1,500
4410	LICENSES & PERMITS	145	250	203	203	500	500
4420	NATURAL GAS	1,476	1,000	784	1,250	1,000	1,000
4480	REPAIR & MAINTENANCE SUPPLIES	3,136	2,000	805	2,000	4,000	2,000
4500	TRAVEL	78	350			800	500
4510	UNIFORMS		500		500	500	500
	TOTAL SERVICES & SUPPLIES	16,586	18,000	11,491	18,053	20,700	19,000
	TOTAL PERSONNEL & S.S.	138,430	106,000	63,202	103,053	81,500	80,408
7010	POOL EQUIPMENT						3,000
	TOTAL CAPITAL						3,000
	TOTAL SWIMMING POOL	138,430	106,000	63,202	103,053	81,500	83,408
						-20.9%	2.3%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- The Aquatics Supervisor payroll costs were allocated to the Library and Recreation Departments.

Police Department

Did You Know?

The Williams dispatch and officers are the only emergency services on duty 24 hours a day between Flagstaff and Seligman.

MISSION STATEMENT: It is the mission of the Williams Police Department to enhance the Community of Williams, Arizona by providing a professional police department by setting high expectations and standards of conduct brought about by fair, but impartial, interpretation of laws of the City of Williams, the State of Arizona and the United States of America.

To ensure the safety of the community's residents and visitors through crime prevention activities, community awareness programs, school safety programs, school safety events and maintaining a proactive vigilance on crime.

To earn the trust and respect of the residents and visitors to Williams, Arizona by treating all walks of life within the community with dignity and respect regardless of race, origin or religion.

MAJOR SERVICES/RESPONSIBILITIES

- 911 PSAP for the 635 prefix, dispatch appropriate services for emergency traffic. Dispatch Williams Police Officers as first responders.
- Dispatch officers for crimes in progress in City Limits and other outlying jurisdictions.
- Dispatch center for Williams Fire Department, WPD officer's first responders.
- Handle requests from other jurisdictions (I.E. DPS, CCSO) for emergency response on the I-40/Highway 64 corridor.
- Receive and monitor air traffic from WPD officers doing area checks, traffic stops and business checks in the city boundaries.
- Dispatch/Command Center for FEMA declared emergencies in the Williams/Grand Canyon area. Dispatchers and officers NIMS qualified for emergency response.
- WPD Dispatch center handles many tourist inquiries in reference to Grand Canyon events in Williams.

FISCAL YEAR 2013 OBJECTIVES

- Procure federal and state grants to augment unbudgeted equipment/overtime.
- Stay active in the DLA government equipment program.
- Improve traffic enforcement with city ordinances.
- Continue computerized/paperless reports, evidence inventory, and equipment inventory.
- Work with city youth sports/school events to enhance crime prevention.
- Continue K-9 drug interdiction program through Friends for Williams K-9.
- Procure seizure funds when appropriate and auction seized property annually.

POLICE DEPARTMENT							
930		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	907,586	894,566	653,565	922,139	917,010	926,180
4110	OVERTIME	53,462	50,000	51,586	50,000	40,000	40,400
4120	OFF DUTY PAY	-61,009		-7,368	-13,000	-13,000	-13,000
4130	GROUP INSURANCE	140,836	138,708	125,433	167,500	164,012	165,653
4140	FICA	71,822	72,563	56,033	74,475	73,211	73,943
4150	ASRS /PSPRS	115,108	115,584	100,599	136,905	133,231	134,563
4170	UNEMPLOYMENT COMPENS	5,270	4,088	551	4,088	5,395	5,449
4180	WORKERS' COMPENSATION	21,215	21,491	11,522	21,491	21,841	22,059
	TOTAL PERSONNEL	1,254,291	1,297,000	991,922	1,363,598	1,341,700	1,355,247
4310	ADVERTISING		500		500	500	500
4320	AUTO SUPPLIES	6,914	3,000	4,058	3,000	3,000	4,000
4340	COMMUNICATIONS	16,596	17,000	9,628	17,000	17,000	18,000
4350	DUES, MEMBERSHIPS & SUI	931	1,000	315	1,000	1,000	1,000
4360	ELECTRICITY	9,689	9,500	6,986	9,500	9,500	10,000
4370	GASOLINE	35,019	34,000	26,302	34,000	34,000	36,000
4380	GENERAL SUPPLIES	14,200	12,000	9,741	12,000	12,000	12,500
4420	NATURAL GAS	2,773	3,500	1,858	3,500	3,500	4,000
4430	OTHER PROFESSIONAL	2,390	1,500	2,531	1,500	1,500	3,500
4460	PUBLIC RELATIONS		500	538	500	500	500
4470	RENTAL - MAINT	3,823	3,000	4,200	5,000	3,000	4,000
4480	REPAIR & MAINTENANCE SE	18,719	5,000	11,055	11,500	5,000	5,000
4500	TRAVEL AND TRAINING	3,864	3,000	3,092	3,500	3,000	3,000
4510	UNIFORMS	14,722	16,000	13,314	16,000	16,000	16,500
4520	UTILITIES	1,184	1,200	328	1,200	1,300	1,300
4540	SAFETY SUPPLIES	581	1,000		1,000	1,000	1,500
5050	ANIMAL CONTROL COSTS	10,169	3,000	31,410	32,000	18,000	3,000
5130	ARMORY / AMMUNITION	4,350	3,500	4,216	4,250	4,000	3,500
	TOTAL SERVICE & SUPPLIE	145,925	118,200	129,573	156,950	133,800	127,800
	TOTAL PERSONNEL & S.S.	1,400,216	1,415,200	1,121,495	1,520,548	1,475,500	1,483,047
7075	RADIO UPGRADES						
7020	COMPUTERS		2,500		2,500		
7040	OFFICE EQUIPMENT						2,500
7050	VEHICLES LP 2007	11,744	8,800	15,231	14,073		
7060	COMPUTER SOFTWARE	36,799	16,000		19,000	63,000	65,000
7506	ANIMAL CONTROL FAC MATCH					20,000	10,000
	TOTAL CAPITAL	48,542	37,300	15,231	35,573	83,000	67,500
	TOTAL POLICE	1,448,758	1,442,500	1,136,726	1,556,121	1,558,500	1,550,547
		✓			7.9%	0.2%	-0.5%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- Increase of approximately \$45,000 for personnel costs including insurance and ASRS/PSPRS
- Increase of \$15,000 for animal control costs
- Increase of \$47,000 for required computer software costs for dispatch center
- \$10,000 rollover increase for animal control FAC match

Fire Department

Did You Know? The Fire Department gave out 100 smoke detectors, 40 Carbon Dioxide detectors and 40 fire extinguishers over the last 3 years.

DEPARTMENT DESCRIPTION

The Williams Volunteer Fire Department is a true “Volunteer” Department. The department is authorized to have 30 volunteers but currently has only 18 active fire-fighters and 4 support members. The department responded to over 100 all-hazards incidents (fire, rescue, haz-mat) in and around the City last year. The department has two stations with 4 structure engines, 2 water tenders, 1 wild land engine, 1 rescue vehicle, 1 utility vehicle and 2 parade/prevention engines.

MAJOR SERVICES / RESPONSIBILITIES

The department provides all hazard incident mitigation in and around the community. It assists local, state, and federal fire /emergency management agencies in these duties. It performs various community functions like: safety fairs, fire prevention, fundraisers for safety programs, and parades.

FISCAL YEAR 2013 OBJECTIVES

- Repair Engine #5’s pump to meet ISO (Insurance Services Organization) criteria until it can be replaced.
- Add additional training props for firefighters to practice skills.
- Purchase fire hose for engines.
- Flow test all fire hydrants to determine GPM
- Upgrade all radios to be narrow-band compliant by 2013 deadline.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Completed Station 2 remodel to 75% level.
- Mapped all fire hydrants
- Installed new computers to accommodate FIREHOUSE software at all stations

FIRE DEPARTMENT							
940		Actual 10/11	Budget 11/12	Y.T.D @ 3/31/2012	Projected @ 6/30/12	Projected 12/13	Projected 13/14
4100	REGULAR EMPLOYEES	55,186	60,000	38,088	50,500	55,000	55,000
4130	HEALTH INSURANCE	17,645	22,000	8,165	15,000	22,000	23,000
4140	FICA	2,997	4,000	2,195	3,000	3,500	4,000
4150	RETIREMENT	9,090	10,000	6,435	9,000	9,500	9,500
4180	WORKERS' COMPENSATION	9,038	5,000	4,692	5,000	5,000	5,100
	TOTAL PERSONNEL	93,956	101,000	59,575	82,500	95,000	96,600
4320	AUTO SUPPLIES	1,277	1,500	148	1,800	1,500	1,500
4330	CHEMICALS	5,256	2,000	746	1,000	2,000	2,200
4340	COMMUNICATIONS	3,283	3,500	2,152	3,500	3,500	3,500
4350	DUES, MEMBERSHIPS & SUBSCRIPT	1,100	300	215	300	300	250
4360	ELECTRICITY	2,985	3,000	2,083	3,000	3,000	3,000
4370	GASOLINE	3,698	3,000	3,528	4,000	4,000	4,500
4380	GENERAL SUPPLIES/MEDICAL EQUIP	11,770	8,000	6,826	7,000	8,000	3,000
4390	INSURANCE	110	5,100	5,132	5,150	5,200	5,500
4420	NATURAL GAS	5,968	6,500	3,814	6,500	6,500	7,000
4430	OTHER PROFESSIONAL	3,082	3,500	2,096	2,500	4,000	3,500
4470	RENTAL & MAINTENANCE CONTRACTS	1,030	1,500	927	1,500	1,500	1,500
4480	REPAIR & MAINTENANCE SERVICES	14,172	1,500	11,064	12,000	1,500	1,800
4490	SMALL TOOLS & MINOR EQUIPMENT	6,199	5,000	3,346	5,000	5,000	5,000
4500	TRAVEL AND TRAINING	11,567	8,000	4,970	8,000	8,000	8,000
4510	UNIFORMS	4,737	5,000	1,081	2,000	5,000	5,500
5380	FIRE PREVENTION	264	1,500			1,500	2,200
	TOTAL SERVICES & SUPPLIES	76,499	58,900	48,128	63,250	60,500	57,950
	TOTAL PERSONNEL & S.S.	170,455	159,900	107,703	145,750	155,500	154,550
7422	BUILDING REPAIRS - REPEATER	7,409	10,000				
	CASCADE AIR PACS					5,000	
	HOSE REPLACEMENT					15,000	
	ENGINE 5 REHAB					10,000	
7075	RADIO UPGRADES	5,967					
7090	LEASE BRUSH TRUCK LP 150,000 2012	59,299	27,000	50,316	27,000		
7050	LEASE ENGINE 5 \$250000 2014	31,100	31,100		31,100	31,000	31,000
7422	PUMP TEST FIRE STATION	6,608		7,780	7,780		
	TOTAL CAPITAL	110,383	68,100	58,096	65,880	61,000	31,000
	TOTAL FIRE DEPARTMENT	280,838	228,000	165,799	211,630	216,500	185,550
					-7.2%	2.3%	-14.3%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- Reduction of \$27,000 with payoff of brush truck lease/purchase
- Increase of \$30,000 for miscellaneous equipment repairs/purchases

Building Inspection

Did You Know? Between 2004 and 2006 an average of 230 permits were issued each year. Since then, the yearly average has dropped to 131 permits per year.

DEPARTMENT DESCRIPTION

The Building Department reviews applications and issues permits for all development projects. The duties of this department are to enforce all laws and ensure compliance of all construction and building activity within the City of Williams.

SIGNIFICANT CHANGES

Due to the decline in our economy, budget cuts have drastically changed the operation and duties of the building department. The department has acquired other departments as well as their duties. The effects of this have caused us to be less proactive, but life safety issues are never compromised and always proactive.

MAJOR SERVICES / RESPONSIBILITIES

The department reviews all proposed construction projects for compliance with all currently adopted building codes, amended codes and building zoning requirements. It also issues permits, performs inspections, and enforces the building and zoning codes of the City of Williams. Staff also acts in an advisory capacity in service to DRT Meetings, the Planning and Zoning Commission and Historic Preservation Commission. After previous downsizing, this department is also responsible for: Cemetery Management (locates plots, sale of plots, generate deeds and maintain records), Business License review, Fire Marshal, Floodplain Administrator and Abatement enforcement.

FISCAL YEAR 2013 OBJECTIVES

- Input all older permits into a data base for quick and efficient access.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Completed road signage throughout Cemetery
- Completed Airport Hanger front wall design and construction

BUILDING INSPECTION							
960		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	59,571	60,091	47,150	66,000	66,102	66,763
4130	GROUP INSURANCE	10,139	10,936	10,095	13,450	13,064	13,194
4140	FICA	4,260	4,518	3,543	4,900	5,057	5,107
4150	ASRS	5,830	6,069	5,079	7,000	7,367	7,441
4170	UNEMPLOYMENT COMPENSA	232	204		204	260	263
4180	WORKERS' COMPENSATION	2,095	2,181	1,197	2,181	2,400	2,424
	TOTAL PERSONNEL	82,128	84,000	67,064	93,735	94,250	95,192
4340	COMMUNICATIONS	467	550	321	550	550	550
4350	DUES, MEMBERSHIPS & SUB	425	250	85	250	500	500
4370	GASOLINE	1,291	2,000	1,236	2,000	2,000	2,000
4380	GENERAL SUPPLIES	271	500	123	500	500	750
4500	TRAVEL & TRAINING		200		200	200	500
4510	UNIFORMS						200
	TOTAL SERVICES & SUPPLIE	2,454	3,500	1,765	3,500	3,750	4,500
	TOTAL PERSONNEL & S.S.	84,581	87,500	68,829	97,235	98,000	99,692
5350	NUISANCE ABATEMENT/TOW	222	3,000			3,000	3,000
	TOTAL CAPITAL	222	3,000			3,000	3,000
	TOTAL BUILDING INSPECTIO	84,803	90,500	68,829	97,235	101,000	102,692
		✓	✓		7.4%	3.9%	1.7%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- Increase in personnel costs due to pay increase given for consolidated duties

Central Garage

Did You Know?

The City Shop services and maintains over 100 vehicles and pieces of heavy equipment.

DEPARTMENT DESCRIPTION

The Central Garage is responsible for maintaining and repairing City vehicles and equipment.

MAJOR SERVICES / RESPONSIBILITIES

In addition to general mechanical services the department provides complete welding and metal fabrication services to City departments.

FISCAL YEAR 2013 OBJECTIVES

- Continue to maintain the City fleet at a minimum cost

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Built new compactor for Sanitation Department
- Retrofit Garbage Truck with strengthened body, chassis, and pick-up apparatus

CENTRAL GARAGE							
970		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	124,724	133,723	88,493	125,000	133,723	135,060
4110	OVERTIME	1,313		555	500		
4130	GROUP INSURANCE	25,744	27,782	19,719	26,300	25,461	25,715
4140	FICA	9,261	10,046	7,207	9,300	10,230	10,332
4150	ASRS	12,317	13,506	9,761	12,800	14,903	15,052
4170	UNEMPLOYMENT COMPI	697	613		613	771	778
4180	WORKERS' COMPENSAT	3,071	3,330	1,697	3,330	3,312	3,345
	TOTAL PERSONNEL	177,127	189,000	127,432	177,843	188,400	190,284
4320	AUTO SUPPLIES	69,767	70,000	66,070	85,000	70,000	75,000
4330	CHEMICALS	239	1,500	744	1,000	1,000	1,500
4340	COMMUNICATIONS	1,089	1,500	810	1,200	1,000	1,200
4360	ELECTRICITY	5,121	5,500	3,511	5,500	5,500	5,500
4370	GASOLINE/FUELS & LUB	9,983	10,000	9,198	10,000	10,000	10,000
4380	GENERAL SUPPLIES	199	500	801	600	600	600
4420	NATURAL GAS	3,013	3,500	2,271	3,500	3,500	4,500
4480	REPAIR & MAINTENANCE	4,175	2,000	704	1,000	1,000	1,500
4490	SMALL TOOLS & MINOR	1,344	1,500	199	500	1,500	1,500
4500	TRAVEL & TRAINING			202	202		500
4510	UNIFORMS	3,725	4,500	3,339	4,500	4,500	4,500
	TOTAL SERVICES & SUP	98,656	100,500	87,849	113,002	98,600	106,300
	TOTAL PERSONNEL & S	275,783	289,500	215,281	290,845	287,000	296,584
7030	BLD REPAIRS						10,000
7424	SHOP EQUIPMENT		5,000			4,000	
	TOTAL CAPITAL		5,000			4,000	10,000
	TOTAL CENTRAL GARA	275,783	294,500	215,281	290,845	291,000	306,584
		✓			-1.2%	0.1%	5.4%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- No major variation from previous year

Airport

Did You Know?

HA Clark Runway is 6,000 feet long and 100 feet wide.

DEPARTMENT DESCRIPTION

The Williams Municipal Airport, H.A. Clark Memorial Field, serves the aviation needs of the community and numerous other aviation users with the current focus on general aviation. Many of the Capital Improvements have been jointly funded by the Federal Aviation Administration, Arizona Department and Transportation and the City of Williams.

MAJOR SERVICES / RESPONSIBILITIES

The Williams Municipal Airport has a main terminal, Fire Equipment Building, a commercial hanger and several general aviation hangers. The Airport also sells aviation fuel 24 hours per day.

FISCAL YEAR 2013 OBJECTIVES

- Develop Plan to finance and install additional general aviation hangers.
- Construct the Apron Rehabilitation Project.
- Begin design of the Perimeter Road.
- Upgrade the AWOS.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Updated design and bid specs for Apron Rehabilitation

AIRPORT							
980		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4340	COMMUNICATIONS	2,113	2,200	560	2,200	2,200	2,500
4360	ELECTRICITY	24,642	20,000	16,886	20,000	20,000	20,000
4370	GASOLINE	44,160	43,000	25,495	43,000	43,000	46,000
4380	GENERAL SUPPLIES	989	1,000	1,305	1,500	1,000	1,000
4390	INSURANCE	7,056	6,500	5,746	5,746	6,500	6,500
4400	JANITORIAL SUPPLIES	1,069	800		800	800	1,000
4410	LICENSE, PERMITS FEES	9,435	4,200	2,760	4,200	4,200	4,200
4420	NATURAL GAS	1	1,000	1,093	1,200	1,000	1,000
4430	OTHER PROFESSIONAL	199		452			
4480	REPAIR & MAINTENANCE SERVICE	7,542	7,000	15,529	16,000	7,000	7,500
4500	TRAVEL	78	300		300	300	250
4520	UTILITIES - WATER	1,364	1,500		1,500	1,500	1,500
	TOTAL SERVICES & SUPPLIES	98,649	87,500	69,826	96,446	87,500	91,450
7210	AIRPORT GRANT MATCHING FUND	11,513	15,000	462	5,000	47,000	20,000
	TOTAL CAPITAL	11,513	15,000	462	5,000	47,000	20,000
	TOTAL AIRPORT	110,162	102,500	70,288	101,446	134,500	111,450
						91.4%	-17.1%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- Increase of \$32,000 for matching funds for anticipated grant-funded projects

Senior Center

Did You Know?

The Senior Center Serves over 17,000 meals per year.

DEPARTMENT DESCRIPTION

The Williams Senior Center was built in 1987 with a CDBG Grant. The City maintains the building and Coconino County operates the building and its various senior programs. The Center has a full kitchen, dining area, several recreation areas, a thrift store and offices.

MAJOR SERVICES / RESPONSIBILITIES

The Senior Center budget reflects the cost of building maintenance and utilities.

FISCAL YEAR 2013 OBJECTIVES

- Continue to maintain the facility

FISCAL YEAR 2012 ACCOMPLISHMENTS

- A CDBG grant funded numerous building improvements

SENIOR CENTER							
990		Actual 10/11	Budget 11/12	Y.T.D @ 3/31/2012	Projected @ 6/30/12	Projected 12/13	Projected 13/14
4360	ELECTRICITY	8,165	8,000	5,528	8,000	8,000	8,200
4370	GASOLINE	391					
4420	NATURAL GAS	3,424	4,000	2,592	4,000	4,000	4,000
4480	REPAIR & MAINTENANCE	3,342	2,500	2,983	4,000	2,500	2,500
4520	UTILITIES	1,896	2,500	1,688	2,500	2,500	2,500
	TOTAL SERVICES & SUP	17,219	17,000	12,791	18,500	17,000	17,200
7030	BUILDING IMPROVEMENT	3,209	5,000				5,000
	TOTAL CAPITAL	3,209	5,000				5,000
	TOTAL SENIOR CENTER	20,428	22,000	12,791	18,500	17,000	22,200
		✓			-15.9%	-8.1%	30.6%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- No major variation from previous year

Forest Service Building

Did You Know?

The building has approximately 35 offices and 83 trash cans and recycle bins that are required to be checked daily.

DEPARTMENT DESCRIPTION

The building was originally built as the United States Forest Service, (USFS) Kaibab National Forest Supervisors Building on City land. Upon expiration of the original lease the property reverted back to the city in 2007. The USFS and Williams School District now lease the building.

MAJOR SERVICES/RESPONSIBILITIES

The City Maintenance Department provides janitorial service for the Forest Service portion of the building used by the USFS and Williams School District. It also provides maintenance, including painting and snow removal.

FISCAL YEAR 2013 OBJECTIVES

- Paint public areas of the building.
- Place additional snow barriers on the metal roof

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Painted exterior of building
- Landscaped exterior of building
- Remodeled a portion of the building by erecting a wall separating the two tenant agencies

FOREST SERVICE BUILDING FUND							
23		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	24,110	25,000	15,883	25,000	25,000	25,250
4140	FICA	1,846	1,975	1,232	1,975	2,175	2,197
4150	ASRS	2,371	2,525	1,669	2,525	2,825	2,854
	TOTAL PERSONNEL	28,326	29,500	18,784	29,500	30,000	30,300
4360	ELECTRICITY	18,843	19,000	13,668	19,000	19,000	20,000
4380	GENERAL SUPPLIES	2,151	2,500	315	2,500	2,500	3,000
4400	JANITORIAL SUPPLIES	1,628	2,000	139	2,000	2,000	2,000
4420	NATURAL GAS	7,580	9,000	4,470	9,000	9,000	9,500
4480	REPAIR & MAINTENANCE SERVI	23,260	16,000	7,785	16,000	16,000	16,000
4520	UTILITIES - WATER	3,314	3,500	678	3,500	3,500	3,500
	TOTAL SERVICES & SUPPLIES	56,777	52,000	27,055	52,000	52,000	54,000
	TOTAL PERSONNEL & S.S.	85,103	81,500	45,838	81,500	82,000	84,300
	EQUIPMENT						
7030	BUILDING REPAIRS	100,300	50,000			5,000	50,000
9990	TRANSFER TO GENERAL FUND	120,000					
	TOTAL CAPITAL	220,300	50,000			5,000	50,000
	TOTAL FOREST SERVICE	305,403	131,500	45,838	81,500	87,000	134,300
		✓				6.7%	54.4%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- \$45,000 reduction in funding available for building repairs

Housing Authority

DEPARTMENT DESCRIPTION

The City Finance Department prepares the Housing Authority Payroll which is reimbursed by the Housing Authority. The department is set up to record the payroll expenses as incurred. A Revenue Account is used to record the reimbursements.

Community Facilities District

The Community Facilities District was established in 1989 as a special taxing district to help fund improvements within the district. The district covers the 6 main blocks within the historic downtown. Projects within the district have included stamped sidewalks and historic street lights. The district has voted to impose a tax of \$ 7,500 this fiscal year for additional improvements including hanging flower baskets.

The City and property owners also occasionally contribute to these projects.

Williams Community Facilities District	
Beginning Fund Balance @ 6/30/12	23,909
Property Tax Receipts	7,500
Projected Expenses	5,000
Ending Fund Balance @ 6/30/13	26,409

Department Budgets – Bed Board and Booze Tax Fund

- Tourism Promotion
- Recreation Facilities
- Visitor Center

Tourism Promotion

Did You Know?

In 2011, over 100,000 individuals from around the world obtained information from the Visitors Center.

DEPARTMENT DESCRIPTION

The Tourism Promotion Department includes the employees that help operate the Visitor Center in conjunction with the United States Forest Service. The City also contracts with the Chamber of Commerce to provide tourism promotion, event promotion, economic development services and management of the Visitor Center.

SIGNIFICANT CHANGES

The management of the Babbitt-Polson Warehouse Stage is the only addition to the current services the Chamber provides to the City of Williams. The stage management contract will be separate from the current contract for marketing, tourism and economic development services with the City.

MAJOR SERVICES / RESPONSIBILITIES

Tourism Promotion funds are used to provide Visitor information to Tourists and fund various other activities falling under Tourism Promotion, Special Event Promotion, and Economic Development.

FISCAL YEAR 2013 OBJECTIVES

- Continue to provide marketing, tourism and economic development services to the City of Williams.
- Continue to look for new markets to promote Williams.
- Develop campaigns to attract new and returning visitors to Williams.
- Work with Economic Development organizations to attract businesses to Williams.
- Continue to organize and run events to attract visitors to Williams. Also develop new and interesting events to attract visitors to Williams.
- Develop new marketing materials and methods such as Facebook and Trip Advisor to attract visitors to Williams.
- Implement the B-3 program to analyze our current businesses and discover best ways to assist them in their growth.
- Working with other businesses and organizations to bring events to Williams such as concerts and music festivals at the Babbitt-Polson Warehouse Stage.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Hired a new Public Relations firm to promote Williams.
- Developed new brand and ad campaign for Williams. "Experience Williams, an extraordinary way to enjoy the Grand Canyon."
- Developing new website with less bounce rate and better Google optimization so our target audience will find us. **Inquiries via the internet for information increased by 40% over 2010.**
- Visits to Visitor Center increased slightly in 2011 (2010: 100,183 and 2011: 100,377)
- Here is a list of new ad placements, where we are targeting new markets:

FISCAL YEAR 2012 ACCOMPLISHMENTS (continued)

- Sunset Magazine
- American Cowboy: Travel West
- True West Magazine
- 2012 Greater Phoenix Destination Guide
- Country Thunder
- AZ Central and AZ Republic
- Arizona Sun Times
- San Diego Union Times
- Generated leads for prospective visitors from our ads in Sunset Magazine and Phoenix Visitor Guide. **Increased leads over 2010-11 fiscal year by 23%.**
- Created a new Facebook page and Facebook contest to generate buzz about Williams.
- Penetration into tourism market by attending NTA and PowWow (which we have never done before) resulting in over **50 new contacts** in the tourism industry.
- Participating in AOT advertising partnerships, which were recently reinstated, providing us more bang for our buck in advertising opportunities.
- Provided Customer Service Training for Visitor Center and Chamber staff.
- Organized and ran several events such as the Northern Arizona Barbeque Festival, The Arizona State HOG Rally, National Train Day (in conjunction with Grand Canyon Railway), three parades and Mountain Village Holiday. Worked with local businesses to promote their events such as the Cool Country Cruise-In, and two rodeos (Memorial Day and Labor Day).
- Brought a new vendor to Williams to organize a concert series at the Babbitt-Polson Warehouse Stage.
- Managed the tourism funds provided by the City in a fiscally responsible manner, while at the same marketing our destination in new arenas to obtain the best results.
- Hired a new event coordinator and an event intern.

Economic Development:

- Working with SBDC (Small Business Development Center) to assist with growing local business.
- Working with a local business to assist them with raising capital to grow their business.
- B-3 program in the Focus Future II plan being implemented in 2013.
- Chamber President/CEO is Vice Chair for AAED Northern AZ Committee (Arizona Assoc for Economic Development), Alternate on SEDI (Sustainable Economic Development Initiative) board providing more exposure and awareness of Williams to other Arizona communities.
- Attended AAED Conference to develop skills in Economic Development, network with other Economic Development professionals and increase awareness of Williams as prospective location for business to call home.
- Coordinating a Northern Arizona Branding meeting through AAED in Williams

TOURISM PROMOTION							
201		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
	CHAMBER OF COMMERCE						
4100	REGULAR EMPLOYEES	93,450	96,029	68,296	96,029	96,029	98,910
4130	GROUP INSURANCE	18,328	19,764	14,008	19,764	17,693	18,224
4140	FICA	6,463	7,488	5,129	7,488	7,346	7,567
4150	ASRS	9,125	9,699	7,367	9,699	10,702	11,024
4170	UNEMPLOYMENT COMPENS	876	818	-33	818	1,028	1,058
4180	WORKERS' COMPENSATION	210	202	110	202	202	208
	VISITOR CENTER PAYROLL	128,452	134,000	94,877	134,000	133,000	136,990
4310	TOURISM PROMOTION	233,000	298,000	223,634	298,000	273,000	273,000
5210	MAINSTREET		20,000				
5208	GUNFIGHTERS	30,670					
	TOTAL CHAMBER OF COM	263,670	318,000	223,634	298,000	273,000	273,000
	CITY OF WILLIAMS						
5206	SPECIAL EVENTS	23	5,000	9,110	9,110	5,000	5,000
9990	TRANS TO GEN FUND PD	30,000	30,000				
5214	ARIZONA ROCKS COOP	12,000					
5216	GOLF COURSE ADVERTISING	3,258	10,000	567	5,000	5,000	5,000
	TOTAL CITY OF WILLIAMS	45,281	45,000	9,677	14,110	10,000	10,000
	TOTAL TOURISM	437,403	497,000	328,187	446,110	416,000	419,990
		✓			-10.2%	-6.7%	1.0%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- \$26,000 was cut from the Tourism Promotion line item as part of the Sales Tax for Streets proposal
- \$20,000 was eliminated since the Main Street organization is now defunct

Recreation Facilities

Did You Know?

The Aquatic Center was paid in part by BBB Funds and a matching Heritage Fund Grant.

DEPARTMENT DESCRIPTION

The Recreation Facilities Department oversees the Bed Board and Booze Funds used to enhance the recreation infrastructure within the city. Over the years the fund has assisted with building the Aquatic Center, upgrading the Recreation Center, Skate Park, Glassburn Park and Rodeo Grounds.

SIGNIFICANT CHANGES

In an effort to increase the amount of funds available for Street Projects, the discretionary portion of the BBB tax will be used.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Completed the Downtown Stage and Parking Lot

RECREATION FACILITIES							
202		Actual 10/11	Budget 11/12	Y.T.D @ 3/31/2012	Projected @ 6/30/12	Projected 12/13	Projected 13/14
7110	RODEO GROUND	5,841	10,000	1,901	5,000		
7112	YTH CENTER IMPROVEMENTS	1,854		1,854	1,854		
7114	SWIMMING POOL						
7118	CURETON PARK		15,000		15,000		
	MONUMENT PARK				5,000		
	OTHER						
	TRANSFER TO GOLF		100,000				
	TRANSFER TO GEN FUND		25,000				
8950.050	RAILROAD MUSEUM GRANT MATCH	6,960	5,000	388	388	5,000	
7432	DOWNTOWN PARKING LOT		30,000	22,261	90,000		
7120	GLASSBURN PARK	206		60			
	RESERVE FOR BALL FIELDS					33,500	25,000
	DISCRETIONARY STREET PROJECTS					114,000	115,000
		14,861	185,000	26,464	117,242	152,500	140,000
		✓			-36.6%	30.1%	-8.2%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- BBB funds will be used for Street Projects and the City will begin reserving an amount annually for new ball fields.

Visitor Center

Did You Know?

The Visitor Center is open seven days a week and closes only on Easter, Thanksgiving, Christmas and New Year's.

DEPARTMENT DESCRIPTION

The facility is shared by the Visitor Center and the Williams Grand Canyon Chamber of Commerce. The Visitor Center, located in the west side of the building, is operated under an agreement between the Forest Service, National Park Service, Public Lands Interpretative Association, and the City. In 2011 there were 100,377 visitors from around the world who obtained information at the Visitor Center.

MAJOR SERVICES / RESPONSIBILITIES

The Maintenance Department provides janitorial and maintenance for the facility.

FISCAL YEAR 2013 OBJECTIVES

- Install new counter tops in the two restrooms.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Three store front doors replaced the old wooden doors
- Replaced two areas where there was tile damage

Visitor Center							
203		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	8,289	10,000	11,106	10,000	12,000	12,120
4140	FICA	630	990	821	990	1,143	1,154
4150	ASRS	759	1,010	1,077	1,010	1,357	1,476
	TOTAL PERSONNEL	9,678	12,000	13,004	12,000	14,500	14,750
4340	COMMUNICATIONS	2,205	2,500	1,646	2,500	2,500	2,500
4360	ELECTRICITY	4,894	5,000	3,404	5,000	5,000	5,000
4380	GENERAL SUPPLIES	299	500	476	500	500	500
4400	JANITORIAL SUPPLIES	2,192	2,500	663	2,500	2,500	2,500
4420	NATURAL GAS	2,648	3,500	1,857	3,500	3,500	3,750
4480	REPAIR & MAINTENANCE SERVI	13,241	8,000	1,635	8,000	8,000	7,500
4520	UTILITIES	3,650	3,500	874	3,500	3,500	3,500
	TOTAL SERVICES & SUPPLIES	29,127	25,500	10,555	25,500	25,500	25,250
	TOTAL PERSONNEL & S.S.	38,805	37,500	23,559	37,500	40,000	40,000
7030	PAINTING						3,000
	TOTAL CAPITAL						3,000
	TOTAL VISITOR	38,805	37,500	23,559	37,500	40,000	43,000
		✓				6.7%	7.5%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- No major variation from previous year

Department Budgets – Special Revenue Funds

- Street Department
- Grants

Street Department

Did You Know?

The City has over 43 miles of streets and 20 miles of alleys

DEPARTMENT DESCRIPTION

The Street Department oversees the maintenance of City streets, alleys, and drainage structures within the City.

MAJOR SERVICES / RESPONSIBILITIES

The Department is responsible for the overall maintenance of City streets, street stripping, sidewalks, and storm drains. The department also cleans City streets and responds to emergencies including snow removal and accident removal.

The department assists other City operating departments with heavy equipment and man-power needs including assisting with Special Events.

FISCAL YEAR 2013 OBJECTIVES

- Identify more efficient and effective work practices to improve department efficiency
- Utilize new sales tax dollars to make major improvements to a significant amount of City streets

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Assisted with maintaining Shooting Range
- Obtained numerous pieces of Federal surplus equipment to augment and replace existing City equipment, saving the City thousands of dollars

STREET DEPARTMENT							
10		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	376,388	334,506	228,264	305,000	251,618	253,794
4110	OVERTIME	26,061	25,000	12,621	25,000	25,000	25,250
4130	GROUP INSURANCE	59,352	58,211	39,275	51,500	41,011	41,421
4140	FICA	29,975	27,534	19,414	25,500	21,161	21,373
4150	ASRS	39,040	36,310	24,892	33,000	30,929	31,238
4170	UNEMPLOYMENT COMPENSATION	1,989	1,431	18	1,431	1,923	1,942
4180	WORKERS' COMPENSATION	31,285	29,508	15,172	29,508	22,358	22,581
	TOTAL PERSONNEL	564,090	512,500	339,656	470,939	394,000	397,600
4320	AUTO SUPPLIES	17,554	15,000	18,740	20,000	15,000	15,000
4340	COMMUNICATIONS	3,185	3,000	1,909	2,500	1,000	1,000
4360	ELECTRICITY	4,927	5,500	3,410	5,000	5,500	6,000
4370	GASOLINE	54,857	60,000	43,375	60,000	60,000	60,000
4380	GENERAL SUPPLIES	4,252	4,000	3,438	4,000	4,000	4,000
4410	LICENSES, PERMITS & FEES	391	400		400	400	400
4420	NATURAL GAS	5,956	6,000	3,919	6,000	6,000	6,000
4430	OTHER PROFESSIONAL	198	1,000	50	250	1,000	1,000
4470	RENTAL OF EQUIP & VEHICLES		2,000			2,000	2,000
4480	REPAIR & MAINTENANCE SERV	9,613	7,500	939	2,500	7,100	7,500
4490	SMALL TOOLS & MINOR EQUIPM	528	1,500	479	4,000	1,500	1,500
4500	TRAVEL	574	500	1,558	2,000	500	1,000
4510	UNIFORMS		1,100	664	1,000	1,000	1,000
4540	SAFETY EQUIP/SIGNS	2,086	2,000	3,059	4,000	3,000	6,000
5040	PROF SERVICES ENGINEERING	21,601	15,000	25,508	30,000	15,000	15,000
5100	BANK AGENCY FEES	1,101					
	TOTAL SERVICES & SUPPLIES	126,823	124,500	107,048	141,650	123,000	127,400
	TOTAL PERSONNEL & S.S.	690,913	637,000	446,703	612,589	517,000	525,000
	CAPITAL						
7050	GRADER 140G LP	78,908	59,000	59,181	59,181		
7050	USED EQUIPMENT		20,000	45,800	35,700	5,000	
7128	CONSTRUCTION MATERIAL	50,155	25,000	16,697	35,000	272,000	275,000
7130	STREET AND CURB STRIPING	4,304	9,000		9,000	9,000	9,000
	TOTAL CAPITAL	133,367	113,000	121,678	138,881	286,000	284,000
	TOTAL STREET DEPARTMENT	824,280	750,000	568,381	751,470	803,000	809,000
		✓			0.2%	6.9%	0.7%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- Plan to eliminate one staff position through attrition and replace with part-time seasonal help as needed
- Savings of \$60,000 with payoff of Grader
- Reduced allowance for used equipment to \$5,000
- Increased Construction Material line item as a result of the Sales Tax for Street proposal to \$272,000, allowing significant improvements to the street system in coming years
- An additional \$24,500 is budgeted from the Impact Fee Fund for construction materials

Grants

Did You Know?

Aviation Grants from the FAA and ADOT are the largest grants received by City.

DEPARTMENT DESCRIPTION

The Grants Fund accounts for all City grant activity. Grant matching funds are accounted for in each department.

FISCAL YEAR 2013 OBJECTIVES

The City anticipates several major grants in Fiscal Year 2013:

- NACOG grant of \$1,095,000 to rehabilitate Route 66 from Pine Street to the ADOT Yard. The project will be a mill and overlay project.
- Airport Grants to rehabilitate a significant portion of the Apron and start the design of a Perimeter Road.
- Continue to actively pursue other grant opportunities.

FISCAL YEAR 2012 ACCOMPLISHMENTS

Numerous Programs and Projects were funded by grants during the fiscal year including:

- Forest Service Road Patrols.
- CDBG grants for the Senior Center Improvements and design of Plum Street Road Improvement.
- Library Grant Equity Funding.
- Railroad Museum Artifact Acquisition.
- Car Seat Program.
- School Craft Night.
- RICO Police Equipment Funding.
- Wednesday Night Basketball.
- Open Gym.
- Friday Teen Time.
- EECBG Energy Efficiency Grants to replace lights and HVAC units.
- GOHS grants for Police overtime, traffic, and DUI enforcement.
- Summer Softball

GRANT FUND						
24		Source	Projected Ending FY 11/12	Estimated Revenue FY 12/13	Estimated Expenses FY 12/13	Projected Ending Fund FY 12/13
	Library Grants					
	County Equity Funds	County	5,000	25,000	30,000	
	Police Department					
	DOJ Vest Grant	Federal		3,000	3,000	
	State Grants - Various	State		25,000	25,000	
	USFS Law Enforcement Coop	Federal		13,000	13,000	
	County Initiative	County	15,000		15,000	
	Police Local Programs	Local		10,000	10,000	
	Homeland Security	Federal		50,000	50,000	
	Police Equipment Sales	Local		125,000	125,000	
	General Government					
	Airport Grants	Federal/State		2,000,000	2,000,000	
	Railroad Museum	State		750,000	750,000	
	Federal Grants	Federal		100,000	100,000	
	Other	Federal/State		250,000	250,000	
	Steet Department					
	NACOG	Federal/State		1,200,000	1,200,000	
	Fire Department					
	State Fire Programs	Federal		50,000	50,000	
	Federal Fire Programs	State		50,000	50,000	
	Recreation Department					
	Local Programs	Local		25,000	25,000	
	Total		20,000	4,676,000	4,696,000	

Department Budgets – Enterprise Funds

- Electric System
- Water
- Wastewater
- Sanitation
- Golf

Electric System

Did You Know?

Proceeds from the Electric System paid for drilling Dogtown I and Dogtown III.

DEPARTMENT DESCRIPTION

The City of Williams purchased the Electric Distribution System in 1992. The City contracts with Arizona Public Service to operate the system and with Pinnacle West Capital Corporation to purchase power.

Net Income from the system has been pledged to help the city drill wells, upgrade the water plant, and build a new wastewater treatment plant.

MAJOR SERVICES / RESPONSIBILITIES

Provide electrical service to the community along with system extensions, hookups, and improvements.

FISCAL YEAR 2013 OBJECTIVES

- Work on obtaining a portion of the Hoover Dam Preference Power allocation.
- Explore opportunities to lock in long term power purchase agreements.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- The City adopted the first rate increase since 1992 which will go into effect over 2 years. The first 3% increase went into effect on 1/1/12. The second 3% increase will go into effect on 1/1/13.

ELECTRIC SYSTEM							
55		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
✓	4350 DUES, FEES & MEMBERSHIPS	2,000	2,500	1,000	2,500	2,500	2,500
✓	4380 GENERAL SUPPLIES	1,008	1,000		1,000	1,000	1,000
✓	4410 LICENCES, PERMITS, & FEES	40	2,500		2,500	2,500	2,500
✓	4430 OTHER PROFESSIONAL	12,495	20,000	10,500	20,000	20,000	20,000
✓	4480 REPAIR & MAINTENANCE	52,603	60,000	35,288	60,000	60,000	65,000
✓	5100 BANK & AGENCY FEES		1,500		1,500	1,500	1,500
✓	5135 BAD DEBT EXPENSE	8,050	2,000		2,000	2,000	2,000
✓	5500 APS ANNUAL CONTRACT	46,053	46,000	46,962	46,962	47,000	48,000
✓	5502 CUSTOMER SERVICE - OFFICE	147,658	149,000	102,509	149,000	149,000	150,000
✓	5503 WHOLESALE POWER	1,676,974	1,800,000	1,144,086	1,800,000	1,800,000	1,850,000
	TOTAL SERVICES & SUPPLIES	1,946,881	2,084,500	1,340,344	2,085,462	2,085,500	2,142,500
✓	7000 CAPITAL PROJECTS		250,000	51,286	150,000	250,000	250,000
✓	5105 DEPRECIATION	151,426	144,000		144,000	144,000	148,000
✓	5195 INTEREST EXPENSE	43,365	17,000	8,440	16,929		
	TOTAL CAPITAL	194,791	411,000	59,726	310,929	394,000	398,000
	TOTAL ELECTRIC SYSTEM	2,141,672	2,495,500	1,400,070	2,396,391	2,479,500	2,540,500
		✓			-4.0%	3.5%	2.5%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- No major variation from past year

Water Department

Did You Know?

The City wells are over 3,500 feet deep.

DEPARTMENT DESCRIPTION

The City of Williams Water Department provides the community with potable water from several local sources. Five lakes, two wells, numerous tanks, and miles of pipeline are maintained to support these needs.

MAJOR SERVICES / RESPONSIBILITIES

The department operates the Water Treatment Plant to ensure the highest quality of water is delivered to the customer. The department operates and maintains the distribution system, which includes installation of new service connections and maintenance/repairs to the existing system. Department Staff performs regular testing and ensures compliance with permit requirements.

FISCAL YEAR 2013 OBJECTIVES

- Streamline sampling criteria for ADEQ
- Train and certify one Backflow Tester
- License all department employees through ADEQ
- Implement water meter replacement program

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Refurbished both wells and put on line
- Installed new flow meter at WTP
- Cleaned and inspected all water holding tanks
- Inspected and flushed all fire hydrants
- Hosted State-sponsored water event for local Middle School students

MAJOR VARIATIONS FROM PREVIOUS YEAR

- \$10,000 budgeted to rehab cataract pump house
- \$14,000 budgeted to install new card reading equipment for both potable and effluent water sales
- \$25,000 budgeted to pay for new water meter replacement plan (will replace approximately 140 meters per year with new, more accurate meters to ensure billing for actual usage)

WATER DEPARTMENT							
60		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	145,966	133,734	97,728	133,734	138,757	140,144
4110	OVERTIME	11,371	5,000	15,288	20,000	5,000	5,050
4130	GROUP INSURANCE	68,344	66,097	50,176	66,097	67,598	68,274
4140	FICA	12,890	10,369	9,331	10,369	10,997	11,107
4150	ASRS	15,201	14,012	11,763	14,012	16,022	16,182
4170	UNEMPLOYMENT COMPENSATION	2,267	1,635	330	1,635	2,055	2,076
4180	WORKERS' COMPENSATION	10,846	4,153	4,569	4,153	4,571	4,617
	TOTAL PERSONNEL	266,884	235,000	189,185	250,000	245,000	247,450
4320	AUTO SUPPLIES	4,695	3,000	1,846	2,000	3,000	3,000
4330	CHEMICALS	91,698	120,000	70,639	85,000	85,000	87,000
4340	COMMUNICATIONS	2,198	2,500	2,648	3,000	2,500	2,500
4350	DUES, MEMBERSHIPS & SUBScri	806	1,000	746	700	1,000	1,000
4360	ELECTRICITY - WATER	44,283	50,000	39,762	50,000	50,000	50,000
4360	ELECTRICITY - WELLS	99,292	75,000	24,063	75,000	75,000	75,000
4370	GASOLINE	17,722	15,000	13,823	15,000	15,000	17,000
4380	GENERAL SUPPLIES	26,356	15,000	25,230	30,000	15,000	15,000
4410	LICENSES, PERMITS & FEES	12,629	12,000	8,074	12,000	14,000	14,000
4420	NATURAL GAS	10,933	12,000	7,396	11,000	11,000	12,000
4430	OTHER PROFESSIONAL	27,082	10,000	11,329	12,000	5,000	5,000
4470	RENTAL & MAINT CONTRACTS	4,400	6,000	4,307	6,000	6,000	3,000
4475	REPAIR & MAINT WELLS	4,818	5,000			10,000	10,000
4480	REPAIR & MAINTENANCE SERVICE	27,760	15,000	13,376	25,000	14,000	15,000
4490	SMALL TOOLS & MINOR EQUIPMEN	9,032	2,500	4,866	6,000	5,000	5,000
4500	TRAVEL	1,846	2,000	2,188	2,500	4,000	2,500
4510	UNIFORMS		1,000	1,078	1,100	1,100	1,100
5020	SALES TAX	447	1,000	276	1,000	1,000	1,000
5030	PROF - LEGAL AND CONSULTING	8,532					
5040	PROF - ENGINEERING			6,325	8,000	5,000	5,000
5100	BANK AGENCY FEES		2,500		2,500	3,000	2,500
5135	BAD DEBT EXPENSE		500	111	500	600	600
5230	LAB & TESTING FEES	9,744	8,000	13,090	20,000	6,500	7,000
5250	PIPES AND VALVES	41,334	15,000	77,353	85,000	38,000	40,000
5280	WATER METER REPLACEMENT-67	12,689	15,000	14,302	20,000	25,000	25,000
5530	EMERGENCY CONTINGENCY	8,866	2,000	74,039	90,000	2,000	2,000
	TOTAL SERVICES & SUPPLIES	467,161	391,000	416,866	563,300	397,700	401,200
	TOTAL PERSONNEL & S.S.	734,046	626,000	606,051	813,300	642,700	648,650
5105	DEPRECIATION EXPENSE	451,928	460,000		460,000	460,000	475,000
5195	INTEREST EXP. MDA 02	296,839	6,600	124,184	6,625		
	INTEREST EXP. WIFA 2000		70,400		70,400	63,800	56,958
	INTEREST EXP. GADA 2003		134,300		134,300	129,000	123,473
	INTEREST EXP. WIFA 2006 DW		41,600		41,600	39,400	37,121
	INTEREST EXP LP 2007		500		500		
	INTEREST EXP ZIONS		19,600		19,562	19,600	17,798
	TOTAL INTEREST	296,839	273,000	124,184	272,987	251,800	235,350
7510	PAVE ENTRANCE ROAD		40,000				
	CATARACT PUMP HOUSE					10,000	
	3RD STREET TANK/PUMP HOUSE						75,000
7250	MANGANESE REMOVAL PROJECT			63,697	90,000		
7496	PUSH PULL DOGTOWN WELLS			182,770	182,770		
7020	COMPUTER EQUIPMENT	959					
7512	WATER CARD SALES		14,000		7,500	14,000	
	TOTAL DEPR,INTEREST,CAPITAL	959	54,000	246,467	280,270	24,000	75,000
	TOTAL WATER DEPARTMENT	1,483,772	1,413,000	976,702	1,826,557	1,378,500	1,434,000
					29.3%	-24.5%	4.0%

Waste Water Department

Did You Know?

The City generated over \$300,000 from effluent water sales in FY 2012

DEPARTMENT DESCRIPTION

A Wastewater Treatment Facility was constructed to comply with discharge requirements from the State of Arizona. Waters discharged from a treatment facility into receiving waters are regulated by State environmental agencies. Ongoing sampling and reporting is required to meet these stringent guidelines, as health and safety are the main focus.

MAJOR SERVICES / RESPONSIBILITIES

The department operates the collection system as well as the treatment plant. As discharge is heavily regulated, the department Staff conducts rigorous routine sampling and testing of effluent to ensure compliance with permit requirements. The department also coordinates re-use of effluent water through standpipe sales and reuse at the Golf Course. This activity diverts significant volumes of discharge as generates income from water that would otherwise be wasted.

FISCAL YEAR 2013 OBJECTIVES

- Complete “Clean Closure” plan for lagoons at WWTP
- Continue process of correcting issues with dechlorination apparatus
- Increase usage of effluent water through standpipe sales

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Worked with engineers to resolve Consent Order and brought the effluent discharge into compliance with permit requirements.
- Secured permit allowing City to sell effluent water

MAJOR VARIATIONS FROM PREVIOUS YEAR

- Various line items were adjusted to more adequately reflect historical spending trends including chemicals lab/testing fees
- Landfill tipping fees were reduced to reflect disposal of sludge at Waste Management Transfer Station
- \$30,000 was included to correct dechlorination system at Plant

WASTE WATER							
61		Actual 10/11	Budget 11/12	Y.T.D @ 3/31/2012	Projected @ 6/30/12	Projected 12/13	Projected 13/14
4100	REGULAR EMPLOYEES	133,698	133,734	94,360	133,734	138,757	140,434
4140	FICA	9,574	10,072	7,288	10,072	10,392	10,496
4150	ASRS	13,240	13,507	10,167	13,508	15,464	15,619
4170	UNEMPLOYMENT COMPENSATION		1,635		1,635	2,055	2,076
4180	WORKERS' COMPENSATION		4,052		4,052	4,332	4,376
	TOTAL PERSONNEL	156,511	163,000	111,814	163,000	171,000	173,000
4320	AUTO SUPPLIES	777	1,000	262	300	1,000	1,000
4330	CHEMICALS	52,327	57,000	84,506	90,000	75,000	75,000
4340	COMMUNICATIONS	4,335	4,500	2,657	4,500	4,500	4,500
4360	ELECTRICITY	94,408	85,000	67,874	105,000	105,000	108,000
4380	GENERAL SUPPLIES	7,763	2,500	7,059	7,500	5,000	5,000
4400	JANITORIAL SUPPLIES	308	1,000	26			
4410	LICENSES, PERMITS & FEES	11,635	7,500	7,672	11,500	9,000	9,000
4420	NATURAL GAS	19,356	20,000	12,403	18,000	18,000	20,000
4430	OTHER PROFESSIONAL	13,184	3,000		3,000	3,000	3,000
4450	PRINTING & BINDING		500				
4480	REPAIR & MAINTENANCE SERVICE	30,487	15,000	-1,835	10,000	13,500	15,000
4490	SMALL TOOLS & MINOR EQUIPMEN	7,662	5,000	2,094	3,000	5,000	5,000
4500	TRAVEL	365	500	303	500	500	500
5040	PROF - ENGINEERING			10,562	12,000	5,000	5,000
5230	LAB & TESTING FEES	26,965	18,000	21,343	32,000	32,000	35,000
5250	PIPES AND VALVES	10,618	5,000	381			
5260	LANDFILL / TIPPING FEES	59,046	70,000	14,425	40,000	40,000	44,000
	TOTAL SERVICES & SUPPLIES	339,236	295,500	229,732	337,300	316,500	330,000
	TOTAL PERSONNEL & S.S.	495,747	458,500	341,547	500,300	487,500	503,000
5105	DEPRECIATION EXPENSE	461,644	448,000		448,000	448,000	450,000
5195 ✓	INTEREST EXP. WIFA 1998 SEW	517,702	33,400	300,637	33,400	28,100	23,000
5195 ✓	INTEREST EXP. WIFA 2006 CW		239,600		199,181	240,500	229,000
5195 ✓	INTEREST EXP. WIFA 2007 CW		218,500		181,037	219,900	211,000
	TOTAL INTEREST	979,346	939,500	300,637	861,618	936,500	913,000
7146	LAB EQUIPEMENT		5,000			5,000	5,000
7442	WIND FARM EXPENSES			1,673	31,049		
7514	LIFT TRUCK		5,000	3,000	3,000		
7516	COVER EFFLUENT SAMPLING DECLORINATION SYSTEM		5,000		5,000		
7518	GAS CHLORINE SYSTEMS		15,000			30,000	
	TOTAL CAPITAL		30,000	4,673	39,049	35,000	5,000
	TOTAL WASTE WATER DEPT.	1,475,093	1,428,000	646,857	1,400,967	1,459,000	1,421,000
		✓	✓	✓	-1.9%	4.1%	-2.6%

Sanitation

Did You Know?

During the summer the department hauls an average of 25 tons of garbage per day to the Flagstaff Landfill.

DEPARTMENT DESCRIPTION

The Sanitation Department is responsible for picking up residential and business trash and recyclables daily. It also operates a Transfer Station where trash and recyclables can be dropped off by private citizens and businesses. The Transfer Station is partially funded by Coconino County, allowing County residents access to its services. The department provides service seven days a week. In addition to picking up trash/recycling, the department transports the solid waste to the Flagstaff landfill and Material Recovery Center. They also provide support for all special events and assist with snow removal.

FISCAL YEAR 2013 OBJECTIVES

- Obtain two new roll off containers.
- Place new groundcover in Transfer Station area.
- Paint buildings at the Transfer Station.
- Designate event cans.
- Encourage more recycling.

FISCAL YEAR 2012 ACCOMPLISHMENTS

- Repaired gates to the transfer facility
- Assisted in hosting two clean-up events where tires, appliances, and E-Waste were accepted along with normal trash and recyclables
- Coordinated with the Flagstaff Hazardous Material section on accepting old paint from Williams and county residents free of charge during the clean-up events

SANITATION							
65		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	244,884	251,056	179,168	251,056	251,056	253,199
4110	OVERTIME	2,573	1,200	2,275	2,500	1,200	1,212
4130	GROUP INSURANCE	48,675	52,354	34,389	52,354	44,849	45,298
4140	FICA	17,956	19,487	14,355	19,487	19,298	19,491
4150	ASRS	24,243	25,478	19,656	25,478	28,114	28,395
4170	UNEMPLOYMENT COMPENSATION	1,394	1,226		1,226	1,541	1,557
4180	WORKERS' COMPENSATION	16,310	17,699	9,041	17,699	17,742	17,920
	TOTAL PERSONNEL	356,036	368,500	258,884	369,800	363,800	367,070
4320	AUTO SUPPLIES	10,385	11,000	14,078	13,000	14,500	11,000
4340	COMMUNICATIONS	1,452	1,500	949	1,500	1,500	1,500
4360	ELECTRICITY	860	1,500	587	1,000	1,200	1,200
4370	FUEL/GASOLINE	56,400	55,000	48,294	55,000	55,000	40,000
4380	GENERAL SUPPLIES	5,357	3,500	1,509	2,000	2,500	2,500
4410	LICENSES, PERMITS & FEES	182	500	218	500	500	450
4420	NATURAL GAS	903	1,000	641	1,000	1,000	1,000
4480	REPAIR & MAINTENANCE SERVICE	6,776	5,000	2,043	2,000	5,000	5,000
4500	TRAVEL	80	500	-2		500	500
4510	UNIFORMS		1,000	704	1,000	1,000	1,000
5260	TIPPING FEES	199,478	210,000	114,490	190,000	175,000	180,000
5265	COUNTY REIMBURSEMENT	21,187	20,500	13,469	25,160	26,000	26,780
	TOTAL SERVICES & SUPPLIES	303,060	311,000	196,981	292,160	283,700	270,930
	TOTAL PERSONNEL & S.S.	659,096	679,500	455,865	661,960	647,500	638,000
5195	INTEREST EXPENSE MDA 02	2,379	500	684	471		
5105	DEPRECIATION EXPENSE	49,949	64,000		64,000	64,000	65,000
	COMPUTER EQUIPMENT					1,000	
7050	LEASE PURCHASE 2007 INT		500		500		
	TOTAL CAPITAL	52,328	65,000	684	64,971	65,000	65,000
	TOTAL SANITATION	711,424	744,500	456,549	726,931	712,500	703,000
		✓	✓		-2.4%	-2.0%	-1.3%

MAJOR VARIATIONS FROM PREVIOUS YEAR

- \$35,000 reduction in tipping fees if waste is diverted to Waste Management Transfer Station

Golf Course

Did You Know?

The course is watered with reclaimed effluent water from the Waste Water Treatment Plant.

DEPARTMENT DESCRIPTION

The Municipal Golf Course, Elephant Rocks at Williams, is an 18-hole course. At 7000 feet above sea level, the course meanders its way through stands of large Ponderosa pines. There has been a course here since the 1920's but it was not until 1990, when the course was reconfigured by Gary Panks. In 2000, Gary Panks designed an additional nine holes around the Highland Meadow Subdivision.

MAJOR SERVICES / RESPONSIBILITIES

The City is responsible for the maintenance of the course, buildings, and equipment. The City contracts with a Golf Professional to oversee the operation of the course, including food and beverage and facility rental.

FISCAL YEAR 2013 OBJECTIVES

- Increase revenue with additional advertising
- Improve visitor experience by addressing issues with operations

FISCAL YEAR 2012 ACCOMPLISHMENTS

- New roof was installed on Clubhouse

MAJOR VARIATIONS FROM PREVIOUS YEAR

- Reduction in debt payments and adjustments to reflect historical costs for utilities led to reductions

GOLF COURSE							
70		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
4100	REGULAR EMPLOYEES	180,593	181,483	131,116	181,483	183,563	185,079
4110	OVERTIME	2,429	5,000	2,102	5,000	5,000	5,050
4130	GROUP INSURANCE	25,944	27,984	19,921	27,984	25,967	26,227
4140	FICA	12,786	14,336	10,726	14,336	14,425	14,569
4150	ASRS	15,143	15,642	12,131	15,642	17,492	17,667
4170	UNEMPLOYMENT COMPENSATION	1,634	1,840	1,107	1,840	2,312	2,335
4180	WORKERS' COMPENSATION	2,940	3,216	1,905	3,216	3,241	3,273
	TOTAL PERSONNEL	241,470	249,500	179,008	249,500	252,000	254,200
4310	ADVERTISING	404					
4320	AUTO SUPPLIES	545	1,000	995	1,000	1,000	1,000
4330	CHEMICALS	22,307	22,000	11,860	22,000	22,000	23,000
4340	COMMUNICATIONS	4,962	6,000	3,045	5,000	6,000	6,000
4350	DUES, MEMBERSHIPS & SUBSCRI	50					
4360	ELECTRICITY	25,285	32,000	15,410	26,000	28,000	28,000
4370	GASOLINE	19,023	27,500	15,980	27,500	28,000	28,000
4380	GENERAL SUPPLIES	334	1,000	358	1,000	1,000	1,000
4400	JANITORIAL SUPPLIES	513	1,000	23	500	800	800
4410	LICENSES, PERMITS & FEES	660	1,000	595	600	1,000	1,000
4420	NATURAL GAS	7,001	8,000	6,246	7,000	7,000	8,000
4430	OTHER PROFESSIONAL	7,299	1,000				
4470	MAINTENANCE CONTRACTS	2,596	2,500	2,642	3,500	2,500	2,500
4490	SMALL TOOLS & MINOR EQUIPMEN	466	1,000	310	500	1,000	1,500
4500	TRAVEL	181	500	663	750	500	500
4510	UNIFORMS	263	1,000	374	600	1,000	1,000
4520	CABLE/WATER		3,500		3,500	3,500	3,500
5270	COURSE REPAIRS & MAINT.	6,699	65,000	9,309	50,000	55,000	55,000
5271	BUILDING REPAIRS & MAINTENAN	1,210		3,281			
5272	EQUIPMENT REPAIRS & MAINT.	24,950		10,763			
5273	IRRIGATION & PUMP MAINTENANC	7,147		1,941			
5274	CART REPAIR & MAINT	5,249		3,361			
5310	U.S.F.S. LEASE PAYMENT	9,240	6,000	4,147	6,000	6,000	6,000
	TOTAL SERVICES & SUPPLIES	146,384	180,000	91,304	155,450	164,300	166,800
	TOTAL PERSONNEL & S.S.	387,854	429,500	270,312	404,950	416,300	421,000
5105	DEPRECIATION EXPENSE	63,641	86,000		86,000	86,000	88,000
5195	EXPANSION INTEREST MDA 02	25,397	14,800	7,293	14,628		
7178	EQUIPMENT		25,000	22,500	22,500	10,000	10,000
7446	GOLF CARTS 20 2007		500	224	500		
7446	GOLF CARTS 35 2011		26,700	17,788	22,235	26,700	26,700
7450	BUILDING IMPROV. ROOF		18,000		18,000		
7020	COMPUTER EQUIPMENT						1,300
	TOTAL CAPITAL	89,038	171,000	47,804	163,863	122,700	126,000
	TOTAL GOLF COURSE	476,892	600,500	318,116	568,813	539,000	547,000

Department Budgets – Capital Projects Fund

- Impact Fee Fund
- Capital Projects
- Flood Control District

Impact Fee Fund

DEPARTMENT DESCRIPTION

The City of Williams adopted Impact Fees in 2005. Recent legislative changes will require the City to evaluate the fees currently being charged on new construction and the amount of future impact fees.

The current impact fee fund balances are summarized below. The city did not budget for any Impact Fee Revenue in 2013.

		Water Treatment	Wastewater	Water Supply	General Government	Police Department	Fire Department	Street Department	Library	Parks & Recreation	Sanitation	Total
Ending Balance 6/30/11		24,826	28,847	36,713	118,992	53,972	77,757	73,486	26,195	57,286	45,091	543,165
	Projected Revenues FY 11/12	899	784	899	526	236	427	1,334	517	454	608	6,684
	Projected Expenses											
7488	Fire Department SCBA LP						29,000					29,000
	Park Surface Rec Center									25,000		25,000
	Council Furniture				12,389							12,389
7496	Push Pull Dogtown Wells			37,612								37,612
7250	Manganese Removal Project	25,725										25,725
7442	Wind Farm Expenses		29,630									29,630
7500	Police Department Software					54,000						54,000
7128	Construction Material							50,000				50,000
7115	Pool Repairs									1,441		1,441
	Projected Expenses FY 11/12	25,725	29,630	37,612	12,389	54,000	29,000	50,000		26,441		264,797
	Budget FY 11/12		10,000	40,000	10,000	50,000	29,000	50,000		45,000	43,000	277,000
Ending Balance 6/30/12		0	0		107,130	208	49,183	24,820	26,712	31,298	45,699	285,052
	Projected Revenues FY 12/13											
	Projected Expenses											
	Refuse Containers										5,000	5,000
	Ball Field Fencing/Repairs									15,000		15,000
	Construction Material							24,500				24,500
	Fire Department SCBA LP						29,000					29,000
	San 2 40 CY Roll offs										12,000	12,000
	Rec Center Flooring									15,000		15,000
	Shelving/Furniture/Equipment								15,000			15,000
	Projected Expenses FY 12/13						29,000	24,500	15,000	30,000	17,000	115,500
Ending Balance 6/30/13		0	0		107,130	208	20,183	320	11,712	1,298	28,699	169,552

Capital Projects Fund

The Capital Projects Fund was initially funded with a GADA bond issue in 2008. The table below summarizes the use of these funds. No expenditures are planned during fiscal year 2013.

GADA FUNDING SUMMARY						
FUND 50						
Projected 6/30/2012						
Sources of Funds	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	Total GADA Funding
	2,995,000					2,995,000
Interest Earned	16,217	19,427	2,761	1,321		39,726
Total Available Funding	3,011,217	19,427	2,761	1,321		3,034,726
Uses of Funds						
Bonding/Legal Fees	15,102					15,102
Country Club Road Engineering	58,083					58,083
Construction - McCauley	349,502	1,172,114				1,521,617
I-40 Frontage Road	57,746	15,572				73,318
Rodeo Road		22,801	45,097	682,467		750,365
South Road Overlay			91,641			91,641
Total GADA Funds Used to Date	480,434	1,210,487	136,738	682,467		2,510,126
Balance Available Funds			1,205,746	524,600	524,600	524,600

CAPITAL PROJECTS							
50		Actual	Budget	Y.T.D @	Projected	Projected	Projected
		10/11	11/12	3/31/2012	@ 6/30/12	12/13	13/14
7478	MORSE AVENUE	682,467					
7482	SOUTH ROAD OVERLAY		50,000				
	STREET PROJECTS						250,000
	TOTAL CAPITAL PROJECTS	682,467	50,000				250,000

Flood Control District

Coconino County oversees the Flood Control District as a Special District. A portion of the tax is distributed to the City annually. These funds may be used for Flood Control Projects. The tax rate increased from 0.2000 per \$ 100 valuation in 2011 to 0.4000 per \$ 100 valuation in 2012.

Williams Flood Control District		
	Fiscal Year 2012	Fiscal Year 2013
Beginning Fund Balance	195,632	150,147
Property Tax Receipts	114,515	125,000
Projected Expenses	160,000	210,000
Ending Fund Balance	150,147	65,147

FLOOD CONTROL							
26		Actual 10/11	Budget 11/12	Y.T.D @ 3/31/2012	Projected @ 6/30/12	Projected 12/13	Projected 13/14
	7486 LAKE ELLEN DRAINAGE	5,600	50,000				
	5040 ENGINEERING	17,724	10,000	2,916	10,000	10,000	
	7292 COUNTRY CLUB TUNNEL	8,684					
	7526 9TH STREET				150,000	150,000	
	7508 AREA DRAINAGE IMPROVEMENTS		50,000	19,132		50,000	
	TOTAL FLOOD CONTROL	32,008	60,000	22,048	160,000	210,000	

The City awarded a contract to perform the 9th Street Drainage Improvement on April 12, 2012. The total project was for \$ 262,000.

Budgets – Other Funds

JCEF Fund

The Judicial Collection Enhancement Fund (JCEF) oversees the funds collected by the court. Use of these funds is approved by the Administrative Office of the Courts.

JCEF Funds are legislatively appropriated funds to train court personnel, improve, maintain and enhance the ability to collect and manage monies assessed or received by the courts including restitution, child support, fines and civil penalties; and to improve court automation projects likely to improve case processing or the administration of justice. Applications to Spend Funds Maintained Locally, for details refer to ARS 12-113

Firemen's Pension Fund

The Firemen's Pension Fund is a Trust fund managed by an independent company but recorded by the City to provide pension benefits to the Volunteer Firefighters. The City matched a mandatory volunteer contribution of \$ 45.00 per month per volunteer. The Volunteers may make additional voluntary contributions into the fund.

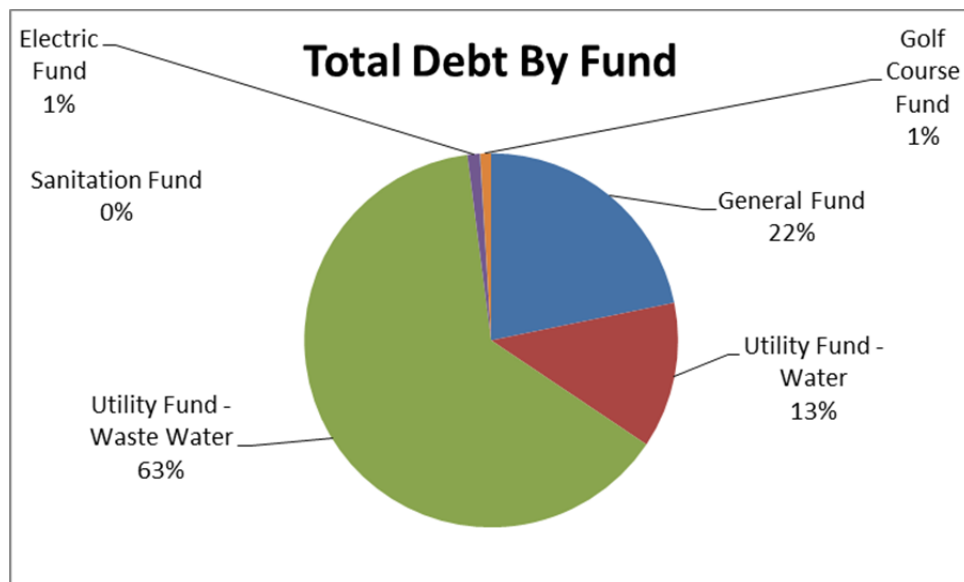
Individual contribution records are maintained by the independent company contracted with by the city.

Bonded Indebtedness

The total indebtedness for the City is summarized below. The payments for the General Government Debt are recorded and paid in the Debt Service Fund. The Enterprise Funds account for their debt within their respective funds.

The City of Williams is going to retire the MDA 2002 bond issue early on January 1, 2013. The MDA Reserve Account balance of approximately \$ 550,000 and an additional \$ 150,000 will be used to retire the debt. Retiring the debt early will save approximately \$ 122,000 in interest over the next six years.

	Original Project	Original Amount	Balance Due @ 6/30/12	Fiscal Year 2013 Principal	Fiscal Year 2013 Interest	Total Principal and Interest 2013
General Government						
GADA 2008	Country Club Road	2,995,000	2,715,000	110,000	121,556	231,556
MDA 2002	Various	5,480,000	1,045,000	345,000	48,435	393,435
GADA 2005B	Cataract Road/Franklin	1,500,000	1,165,000	65,000	49,856	114,856
Zions 2010	GADA Refinance	1,100,000	1,100,000		50,042	50,042
Enterprise Funds						
WIFA 1998	I & I	2,500,000	954,913	146,961	33,231	180,192
WIFA 2000	Wells	3,000,000	1,706,695	160,447	70,401	230,848
WIFA 2006	Water Plant	1,600,000	1,289,643	68,204	41,591	109,795
WIFA 2006	Waste Water Plant	8,250,000	7,313,886	323,777	199,181	522,958
WIFA 2007	Waste Water Plant	7,529,561	6,904,547	266,766	181,037	447,803
GADA 2003A	Water Plant	3,590,000	2,970,000	120,000	144,353	264,353
Total Debt		37,544,561	27,164,684	1,606,155	939,683	2,545,838



Bonded Indebtedness Detailed Debt Service Schedules

	\$2,500,000 WIFA 1998 I & I			\$3,000,000 WIFA 2000 WELLS		
Date	Principal	Interest	Debt Service	Principal	Interest	Debt Service
7/1/2013	151,635	28,117	179,751	167,065	63,783	230,848
7/1/2014	156,457	22,840	179,297	173,956	56,891	230,848
7/1/2015	161,432	17,395	178,827	181,132	49,716	230,848
7/1/2016	166,566	11,777	178,343	188,604	42,244	230,848
7/1/2017	171,862	5,981	177,843	196,384	34,464	230,848
7/1/2018				204,485	26,363	230,848
7/1/2019				212,920	17,928	230,848
7/1/2020				221,703	9,145	230,848
	\$ 807,951		\$ 894,061	\$ 1,546,248		\$ 1,846,782
<i>Interest to maturity</i>			\$ 86,110			\$ 300,534

	\$1,600,000 WIFA 2006 (Drinking Water) WATER PLANT			\$8,250,000 WIFA 2006 (Clean Water) WWTP		
Date	Principal	Interest	Debt Service	Principal	Interest	Debt Service
7/1/2013	70,403	39,391	109,795	334,915	240,460	575,375
7/1/2014	72,674	37,121	109,795	346,436	228,939	575,375
7/1/2015	75,018	34,777	109,795	358,354	217,021	575,375
7/1/2016	77,437	32,358	109,795	370,681	204,694	575,375
7/1/2017	79,934	29,861	109,795	383,432	191,943	575,375
7/1/2018	82,512	27,283	109,795	396,622	178,752	575,374
7/1/2019	85,173	24,622	109,795	410,266	165,109	575,375
7/1/2020	87,920	21,875	109,795	424,379	150,995	575,374
7/1/2021	90,755	19,039	109,795	438,978	136,397	575,375
7/1/2022	93,682	16,113	109,795	454,079	121,296	575,375
7/1/2023	96,703	13,091	109,795	469,699	105,676	575,375
7/1/2024	99,822	9,973	109,795	485,857	89,518	575,375
7/1/2025	103,041	6,753	109,795	502,570	72,805	575,375
7/1/2026	106,364	3,430	109,795	519,859	55,516	575,375
7/1/2027				537,742	37,633	575,375
7/1/2028				556,240	19,135	575,375
	\$ 1,221,440		\$ 1,537,126	\$ 6,990,109		\$ 9,205,998
<i>Interest to maturity</i>			\$ 315,687			\$ 2,215,889

	\$7,529,561 WIFA 2007 (Clean Water) WWTP			\$2,995,000 GADA 2008 Road Improvements COUNTRY CLUB/FRONTAGE		
Date	Principal	Interest	Debt Service	Principal	Interest	Debt Service
7/1/2013	275,601	219,843	495,445	115,000	117,056	232,056
7/1/2014	284,729	210,715	495,445	120,000	112,356	232,356
7/1/2015	294,159	201,285	495,445	125,000	106,831	231,831
7/1/2016	303,902	191,543	495,445	130,000	101,106	231,106
7/1/2017	313,967	181,477	495,445	135,000	95,806	230,806
7/1/2018	324,366	171,079	495,445	145,000	89,481	234,481
7/1/2019	335,109	160,336	495,445	150,000	82,763	232,763
7/1/2020	346,208	149,237	495,445	155,000	76,375	231,375
7/1/2021	357,674	137,771	495,445	160,000	69,581	229,581
7/1/2022	369,520	125,924	495,445	170,000	62,256	232,256
7/1/2023	381,759	113,686	495,445	175,000	54,494	229,494
7/1/2024	394,403	101,042	495,445	185,000	46,278	231,278
7/1/2025	407,465	87,979	495,445	195,000	37,125	232,125
7/1/2026	420,960	74,484	495,445	205,000	27,125	232,125
7/1/2027	434,903	60,542	495,445	215,000	16,625	231,625
7/1/2028	449,307	46,138	495,445	225,000	5,625	230,625
7/1/2029	464,188	31,257	495,445			
7/1/2030	479,562	15,883	495,445			
	\$ 6,637,781		\$ 8,918,004	\$ 2,605,000		\$ 3,705,883
<i>Interest to maturity</i>			\$ 2,280,222			\$ 1,100,883

	\$5,480,000 MDA 2002 VARIOUS			\$3,590,000 GADA 2003A WATER PLANT / COURT		
Date	Principal	Interest	Debt Service	Principal	Interest	Debt Service
7/1/2013	100,000	33,600	133,600	125,000	138,653	263,653
7/1/2014	110,000	28,800	138,800	130,000	132,715	262,715
7/1/2015	115,000	23,520	138,520	135,000	126,540	261,540
7/1/2016	120,000	18,000	138,000	140,000	120,600	260,600
7/1/2017	125,000	12,240	137,240	145,000	114,300	259,300
7/1/2018	130,000	6,240	136,240	155,000	107,630	262,630
7/1/2019				160,000	100,345	260,345
7/1/2020				170,000	92,745	262,745
7/1/2021				175,000	84,500	259,500
7/1/2022				185,000	75,750	260,750
7/1/2023				195,000	66,500	261,500
7/1/2024				205,000	56,750	261,750
7/1/2025				215,000	46,500	261,500
7/1/2026				225,000	35,750	260,750
7/1/2027				240,000	24,500	264,500
7/1/2028				250,000	12,500	262,500
	\$ 700,000		\$ 822,400	\$ 2,850,000		\$ 4,186,278
			\$ 122,400			\$ 1,336,278

	\$1,500,000 GADA 2005B CATARACT / FRANKLIN			\$1,100,000 ZIONS 2010 GADA DEBT SERVICE		
Date	Principal	Interest	Debt Service	Principal	Interest	Debt Service
7/1/2013	65,000	47,500	112,500	120,000	50,042	170,042
7/1/2014	70,000	44,250	114,250	120,000	45,531	165,531
7/1/2015	70,000	40,750	110,750	130,000	40,707	170,707
7/1/2016	75,000	38,038	113,038	135,000	35,181	170,181
7/1/2017	75,000	35,038	110,038	145,000	29,187	174,187
7/1/2018	80,000	32,038	112,038	145,000	22,504	167,504
7/1/2019	85,000	28,838	113,838	160,000	15,529	175,529
7/1/2020	85,000	25,331	110,331	145,000	7,496	152,496
7/1/2021	90,000	21,825	111,825			
7/1/2022	95,000	18,000	113,000			
7/1/2023	100,000	13,963	113,963			
7/1/2024	105,000	9,713	114,713			
7/1/2025	105,000	5,250	110,250			
	\$ 1,100,000		\$ 1,460,531	\$ 1,100,000		\$ 1,346,177
Interest to maturity			\$ 360,531			\$ 246,177

Lease Purchase Debt

The City of Williams entered into two lease agreements which are considered capital leases in accordance with Generally Accepted Accounting Principles. The proceeds were used to acquire a fire truck in 2004 and golf carts in 2012. The chart below summarizes the details of each lease.

FIRE ENGINE LEASE			
	Original Loan Amount		250,000.00
	Interest Rate		4.48%
	Quarterly Payment		7,790.34
		Date	Payment Amount
		2013	31,161.36
		2014	31,161.36
		2015	7,790.34
		Balance Due	70,113.06
GOLF COURSE LEASE			
	Original Loan Amount		106,730.40
	Interest Rate		4.79%
	Monthly Payment		2,223.55
		Date	Payment Amount
		2013	26,682.60
		2014	26,682.60
		2015	26,682.60
		7/8/1905	4,447.10
		Balance Due	84,494.90

Northside Sewer District # 2

The City issued special assessment debt with government commitment in 1995 and formed the Northside Sewer District #2. The proceeds were used to construct a sanitary sewer for the property owner in the district. The debt is secured by a lien upon the lots, tracts and parcels of land within the district. In the event that the assessments are insufficient to pay the bonds and interest thereon as they become due, the deficiency shall be paid out of the general fund of the City as per Arizona Revised Statutes Section 48-557.

Special Assessment debt service maturities are as follows:

Fiscal Year Ended June 30	Principal	Interest	Total
2013	70,000	13,313	83,313
2014	75,000	7,100	82,100
2015	5,000	444	5,444
Total	150,000	20,857	170,857

State of Arizona Budget Forms

CITY OF WILLIAMS Summary Schedule of Estimated Revenues and Expenditures/Expenses Fiscal Year 2013

FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2012	ACTUAL EXPENDITURES/ EXPENSES** 2012	FUND BALANCE/ NET ASSETS*** JULY 1, 2012	DIRECT PROPERTY TAX REVENUES 2013	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2013	OTHER FINANCING		INTERFUND TRANSFERS		TOTAL FINANCIAL RESOURCES AVAILABLE 2013	BUDGETED EXPENDITURES/ EXPENSES 2013
						2013 SOURCES	2013 <USES>	2013 IN	2013 <OUT>		
1. General Fund	\$ 5,048,500	\$ 5,010,212	\$ 166,329	Primary: \$ 586,000 Secondary: \$ 44,422	\$ 5,749,500	\$	\$	\$ 155,000	\$ 1,175,800	\$ 5,481,029	\$ 5,059,000
2. Special Revenue Funds	5,750,000	751,470	44,422		4,966,000			513,000		5,523,422	5,499,000
3. Debt Service Funds Available	588,000	587,761	328,369		113,000			423,800		865,169	536,800
4. Less: Designation for Future Debt Retirement											
5. Total Debt Service Funds	588,000	587,761	328,369		113,000			423,800		865,169	536,800
6. Capital Projects Funds	110,000	424,797	959,799		125,000					1,084,799	325,500
7. Permanent Funds	50,000	50,000	463,921		50,000					513,921	50,000
8. Enterprise Funds Available	6,958,500	6,919,659	17,325,524		6,695,000			996,500	912,500	24,104,524	6,568,500
9. Less: Designation for Future Debt Retirement											
10. Total Enterprise Funds	6,958,500	6,919,659	17,325,524		6,695,000			996,500	912,500	24,104,524	6,568,500
11. Internal Service Funds											
TOTAL ALL FUNDS	\$ 18,505,000	\$ 13,743,899	\$ 19,286,364	\$ 586,000	\$ 17,698,500	\$	\$	\$ 2,088,300	\$ 2,088,300	\$ 37,572,864	\$ 18,038,800

EXPENDITURE LIMITATION COMPARISON

	2012	2013
1. Budgeted expenditures/expenses	\$ 18,505,000	\$ 18,038,800
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	18,505,000	18,038,800
4. Less: estimated exclusions		
5. Amount subject to the expenditure limitation	\$ 18,505,000	\$ 18,038,800
6. EEC or voter-approved alternative expenditure limitation	\$ 18,505,000	\$ 18,038,800

* Includes Expenditure/Expense Adjustments Approved in 2012-13 from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts in this column represent Fund Balance/Net Asset amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

CITY OF WILLIAMS
Summary of Tax Levy and Tax Rate Information
Fiscal Year 2013

	<u>2012</u>	<u>2013</u>
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A).	\$ <u>641,132</u>	\$ <u>658,168</u>
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18).	\$ _____	
3. Property tax levy amounts		
A. Primary property taxes	\$ <u>586,000</u>	\$ <u>586,000</u>
B. Secondary property taxes	_____	_____
C. Total property tax levy amounts	\$ <u>586,000</u>	\$ <u>586,000</u>
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ <u>585,946</u>	
(2) Prior years' levy	\$ <u>2,488</u>	
(3) Total primary property taxes	\$ <u>588,434</u>	
B. Secondary property taxes		
(1) Current year's levy	\$ _____	
(2) Prior years' levy	\$ _____	
(3) Total secondary property taxes	\$ _____	
C. Total property taxes collected	\$ <u>588,434</u>	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	<u>1.2778</u>	<u>1.3441</u>
(2) Secondary property tax rate	_____	_____
(3) Total city/town tax rate	<u>1.2778</u>	<u>1.3441</u>
B. Special assessment district tax rates		
Secondary property tax rates - As of the date the proposed budget was prepared, the City of Williams was operating no special assessment districts for which secondary taxes are levied.		

*Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

CITY OF WILLIAMS
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2013

SOURCE OF REVENUES	ESTIMATED REVENUES 2012	ACTUAL REVENUES* 2012	ESTIMATED REVENUES 2013
GENERAL FUND			
Local taxes			
City Sales Tax	\$ 3,249,000	\$ 3,211,130	\$ 3,614,000
Bed, Board & Booze Tax	643,000	665,385	684,000
Licenses and permits			
Business, Building & Other	131,500	104,860	95,500
Intergovernmental			
Library Assistance	28,000	28,028	28,000
Auto Lieu	122,000	122,922	123,000
State Revenue Sharing	255,000	255,156	309,000
State Sales Tax	229,000	235,263	253,000
Charges for services			
Various	42,000	47,672	48,000
Fines and forfeits			
Police Fines	37,500	33,585	35,000
Interest on investments			
Interest Income	500	816	1,000
Miscellaneous			
Other	316,000	453,350	321,500
Franchises & Leases	48,000	36,079	40,000
Community Facilities District	5,000	5,000	7,500
Rental Income	185,500	189,781	190,000
Total General Fund	\$ 5,292,000	\$ 5,389,027	\$ 5,749,500
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund			
Intergovernmental	\$ 300,000	\$ 244,466	\$ 290,000
Other	1,000		
Total Highway User Revenue Fund	\$ 301,000	\$ 244,466	\$ 290,000
Miscellaneous Grants	\$ 5,000,000		\$ 4,676,000
Total Special Revenue Funds	\$ 5,301,000	\$ 244,466	\$ 4,966,000
DEBT SERVICE FUNDS			
Assessment Revenues	\$ 113,000	\$ 113,000	\$ 112,000
Interest Income	1,000	1,000	1,000
	\$ 114,000	\$ 114,000	\$ 113,000
Total Debt Service Funds	\$ 114,000	\$ 114,000	\$ 113,000

*Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF WILLIAMS
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2013

SOURCE OF REVENUES	ESTIMATED REVENUES 2012	ACTUAL REVENUES* 2012	ESTIMATED REVENUES 2013
CAPITAL PROJECTS FUNDS			
Street Construction	\$	\$	\$
Buy-In Fee Fund	65,500	6,684	
Flood Control District	\$ 97,000	\$ 114,515	\$ 125,000
	\$ 162,500	\$ 121,199	\$ 125,000
Total Capital Projects Funds	\$ 325,000	\$ 121,199	\$ 125,000
PERMANENT FUNDS			
Firemens Pension	\$ 50,000	\$ 50,000	\$ 50,000
	\$ 50,000	\$ 50,000	\$ 50,000
Total Permanent Funds	\$ 50,000	\$ 50,000	\$ 50,000
ENTERPRISE FUNDS			
Electric System	\$ 3,642,500	\$ 3,522,145	\$ 3,602,500
Water Fund	958,000	943,630	849,000
Wastewater Fund	1,076,000	1,414,249	1,111,500
Sanitation Fund	719,000	642,701	657,500
Golf Course Fund	641,000	461,027	474,500
Total Enterprise Funds	\$ 7,036,500	\$ 6,983,752	\$ 6,695,000
TOTAL ALL FUNDS	\$ 18,118,500	\$ 12,902,444	\$ 17,698,500

*Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF WILLIAMS
Summary by Fund Type of Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2013

FUND	OTHER FINANCING 2013		INTERFUND TRANSFERS 2013	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
General Fund	\$ _____	\$ _____	\$ 155,000	\$ 1,175,800
Total General Fund	\$ _____	\$ _____	\$ 155,000	\$ 1,175,800
SPECIAL REVENUE FUNDS				
Highway User Fund	\$ _____	\$ _____	\$ 513,000	\$ _____
Total Special Revenue Funds	\$ _____	\$ _____	\$ 513,000	\$ _____
DEBT SERVICE FUNDS				
Debt Service Fund	\$ _____	\$ _____	\$ 423,800	\$ _____
Total Debt Service Funds	\$ _____	\$ _____	\$ 423,800	\$ _____
ENTERPRISE FUNDS				
Electric System	\$ _____	\$ _____	\$ _____	\$ 877,000
Water Fund	_____	_____	529,500	_____
Wastewater Fund	_____	_____	347,500	_____
Sanitation Fund	_____	_____	55,000	_____
Golf Course Fund	_____	_____	64,500	35,500
Total Enterprise Funds	\$ _____	\$ _____	\$ 996,500	\$ 912,500
TOTAL ALL FUNDS	\$ _____	\$ _____	\$ 2,088,300	\$ 2,088,300

CITY OF WILLIAMS
Summary by Department of Expenditures/Expenses Within Each Fund Type
Fiscal Year 2013

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2012	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2012	ACTUAL EXPENDITURES/ EXPENSES 2012	BUDGETED EXPENDITURES/ EXPENSES 2013
GENERAL FUND				
Mayor & Council	\$ 62,500	\$ 10,000	\$ 68,631	\$ 58,000
Magistrate	171,000		173,252	171,500
General & Administrative	729,000	5,000	736,424	806,500
Finance	278,000		279,094	277,000
Maintenance	242,000		244,130	212,500
Library	88,000		82,934	85,500
Recreation	191,000	5,000	192,566	197,500
Pool	106,000		103,053	81,500
Police	1,442,500	125,000	1,556,121	1,558,500
Fire	228,000		211,630	216,500
Building	90,500		97,235	101,000
Central Garage	294,500	10,000	290,845	291,000
Airport	102,500		101,446	134,500
Senior Center/Housing/Other	209,500	62,000	215,999	207,000
Community Facilities District		15,000	12,000	5,000
Forest Service Building	131,500		81,500	87,000
Tourism Promotion	497,000		446,110	416,000
Recreation Facilities	185,000		117,242	152,500
Total General Fund	\$ 5,048,500	\$ 232,000	\$ 5,010,212	\$ 5,059,000
SPECIAL REVENUE FUNDS				
Highway User Funds - Streets	\$ 750,000	\$ 15,000	\$ 751,470	\$ 803,000
Grants Fund - Grants	5,000,000	(787,000)		4,696,000
Total Special Revenue Funds	\$ 5,750,000	\$ (772,000)	\$ 751,470	\$ 5,499,000
DEBT SERVICE FUNDS				
Debt Service	\$ 588,000	\$	\$ 587,761	\$ 536,800
Total Debt Service Funds	\$ 588,000	\$	\$ 587,761	\$ 536,800
CAPITAL PROJECTS FUNDS				
Street Construction	\$ 50,000	\$	\$	\$
Impact Fee Fund			264,797	115,500
Flood Control	60,000	100,000	160,000	210,000
Total Capital Projects Funds	\$ 110,000	\$ 100,000	\$ 424,797	\$ 325,500
PERMANENT FUNDS				
Firemens Pension	\$ 50,000	\$	\$ 50,000	\$ 50,000
Total Permanent Funds	\$ 50,000	\$	\$ 50,000	\$ 50,000
ENTERPRISE FUNDS				
Electric System	\$ 2,495,500	\$	\$ 2,396,391	\$ 2,479,500
Water Fund	1,413,000	440,000	1,826,557	1,378,500
Wastewater Fund	1,428,000		1,400,967	1,459,000
Buy In Fee Fund	277,000			
Sanitation Fund	744,500		726,931	712,500
Golf Course Fund	600,500		568,813	539,000
Total Enterprise Funds	\$ 6,958,500	\$ 440,000	\$ 6,919,659	\$ 6,568,500
TOTAL ALL FUNDS	\$ 18,505,000	\$	\$ 13,743,899	\$ 18,038,800

*Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Glossary

ACCRUAL BASIS. Accounting basis which records the effect of transactions in the period in which they were earned or liability incurred, rather than the period the cash is received or paid.

ANNUAL BUDGET. A budget that applies to a single fiscal year (July 1 – June 30).

APPROPRIATION. A legal authorization granted by the City Council to incur expenditures and obligations for a specific period.

ASSESSED VALUATION. A valuation upon real estate as a basis for levying taxes.

ASSET. Anything having a commercial or exchange value.

BASIS OF ACCOUNTING. A term used to refer to when revenues, expenditures, transfers and their related assets and liabilities are recognized and reported within the financial statements. Also refer to Accrual and Modified Accrual. See the Accounting Structure and Basis section for more information.

CAPITAL IMPROVEMENTS PROGRAM. Also referred to as CIP. A separate budgetary process that occurs to appropriate funds for projects that are capital in nature and generally financed by long-term debt.

CAPITAL ASSET. Long-lived tangible assets obtained as a result of capital outlay or other event such as a donation. Examples include land, buildings, improvements and equipment.

CAPITAL OUTLAY. Expenditures resulting in the addition or acquisition of assets to the City, generally in excess of \$5,000 with a service life of greater than one year.

CONSTANT DOLLARS. Dollars adjusted for inflation using a specified year as the base year in order to ascertain actual purchasing power over a period of time.

DEBT. An obligation of the City resulting from borrowing money in the form of bonds or capital leases. Can also refer to unpaid purchases of goods and services.

DEBT LIMIT. The maximum amount of debt legally permitted.

DEBT SERVICE. The payment of principal and interest on outstanding debt.

DEFERRED REVENUE. Amounts for which asset recognition has been met, but for which revenue recognition has not been met. For example, under the modified accrual basis of accounting, amounts that are measurable, but not available (not collected within 60 days after fiscal year end).

DEFICIT. Relating to financial position (1) excess of liabilities of a fund over its assets. Relating to operations (2) the excess of actual expenditures over actual revenues during a fiscal year.

DEFICIT SPENDING. Excess of expenditures over revenue. The net loss lowers fund balance.